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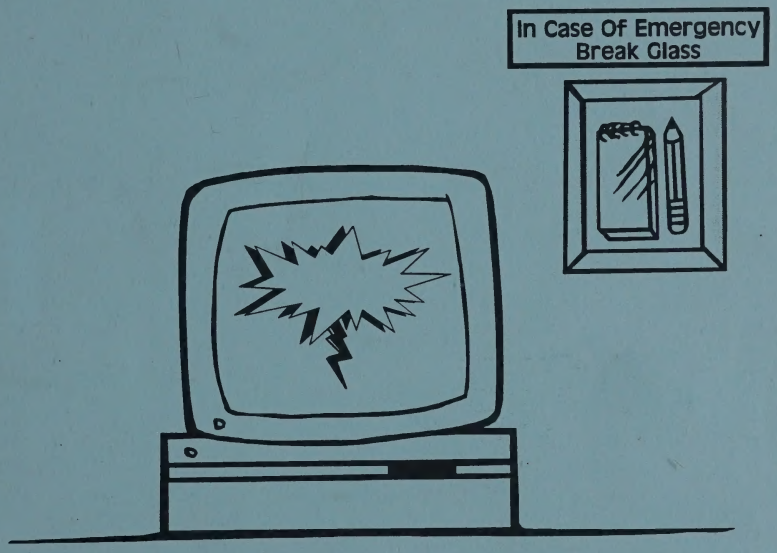
ALMRS/ Modernization

Quick Reference Guide



A guide to common features of the ALMRS/Modernization Platform, System Functions, WordPerfect, and GroupWise

Bureau of Land Management
National Training Center

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Acknowledgment

We wish to thank all those who made this first Quick Reference Guide possible, especially Monte Jordan for his continuing support and Jim Salas, New Mexico State Office, and Bud Jensen, California State Office, for their unflagging dedication in designing a quality product.

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Notes to Readers:

The Guide will be updated periodically. If it is more convenient, it can be put in a 3-ring binder.

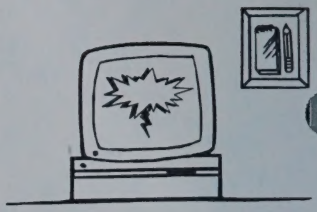
If you have tips you would like to share or if there are tips you would like to see in the future, please call Kier Strobel, National Training Center, (602) 906-5544, or e-mail *kstrobel*.

This Guide is available electronically in Applix. Please call your State/Center Modernization Training Coordinator to receive it in that format. Also, additional hard copies may be obtained by calling your Coordinator.

National Training Center

ALMRS/Modernization Quick Reference Guide

Contents



System Functions

Logging In SF-1
Logging Off SF-2
Passwords, General Information SF-3
How to Change Your Password SF-4
Using the Mouse SF-5
Working with Windows SF-6,7

WordPerfect

WordPerfect Overview WP-1
Retrieving Documents WP-2
Selecting Text WP-3
Cut/Copy/Paste WP-4
The Ruler WP-5
Printing WP-6
Spell Check WP-7
Thesaurus WP-8
Search & Replace WP-9
Saving a WP Document WP-10
Getting Help WP-11

GroupWise

Mail

Sending Mail GW-EM-1
Using the Address Book GW-EM-2
Sending Mail to External (Internet) Addresses GW-EM-3
Retracting and/or Resending Mail GW-EM-4
Using the Out Box GW-EM-5
Creating Folders GW-EM-6
Managing Your Mail GW-EM-7
Archiving Mail GW-EM-8
Rules GW-EM-9
Getting Help GW-EM-10

Calendar

Scheduling Appointments. GW-CAL-1
Notes & Tasks GW-CAL-2
Scheduling a Meeting GW-CAL-3

Contents

GroupWise

System Functions

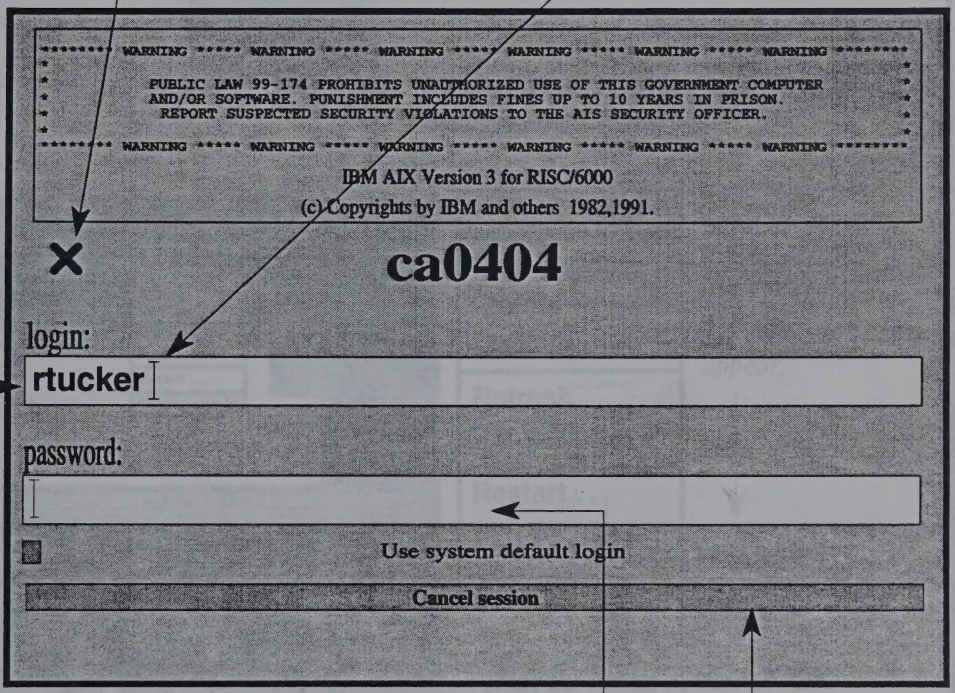
Mail

Calendar

The first display you see on the monitor is the "login screen". It requires you to enter your user id and password to access the system. Ensure that you enter both correctly because after three failed attempts you will be "barred" from logging in and will have to contact the system administrator or Security Officer to allow you access again.

The mouse cursor must be anywhere inside the login screen to have your keyboard input accepted.

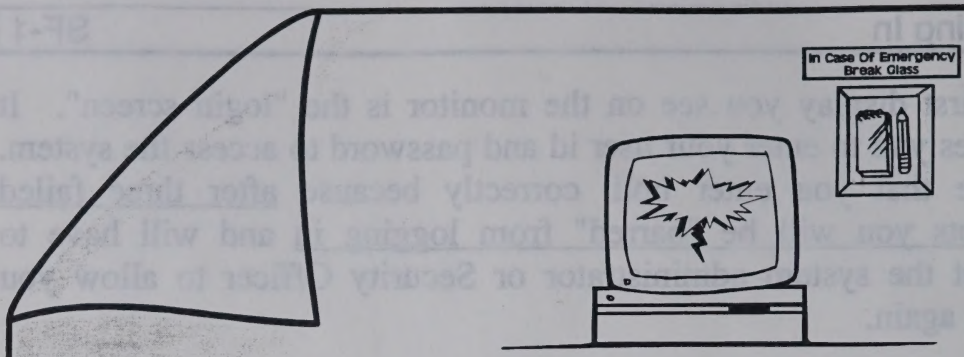
The "I" beam will blink indicating what you type will be accepted.


******** WARNING ***** WARNING ***** WARNING ***** WARNING ***** WARNING ***** WARNING ********
PUBLIC LAW 99-174 PROHIBITS UNAUTHORIZED USE OF THIS GOVERNMENT COMPUTER
AND/OR SOFTWARE. PUNISHMENT INCLUDES FINES UP TO 10 YEARS IN PRISON.
REPORT SUSPECTED SECURITY VIOLATIONS TO THE AIS SECURITY OFFICER.
******** WARNING ***** WARNING ***** WARNING ***** WARNING ***** WARNING ***** WARNING ********
IBM AIX Version 3 for RISC/6000
(c) Copyrights by IBM and others 1982,1991.
ca0404
login:
rtucker
password:
Use system default login
Cancel session

Enter your user id in the login block and press Enter.
Ensure that you have no spaces before, after or in your user id and it is in all lowercase.

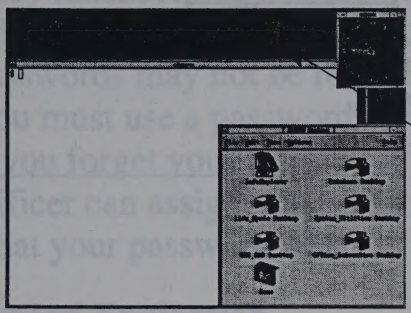
Enter your password in the password block and press Enter.
You will not see any characters being typed so be sure to enter it correctly, again using all lowercase with no spaces.

If you make a mistake and receive a "Login was incorrect" message click the "Cancel session" button and try again.



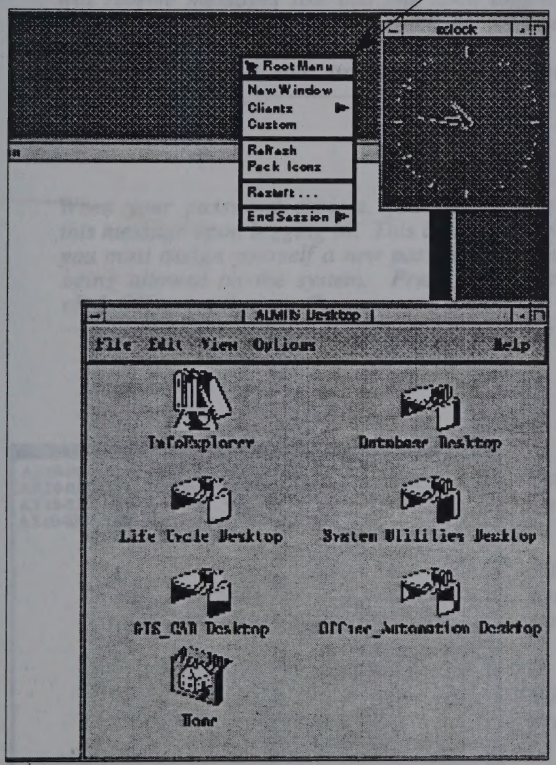
Notes

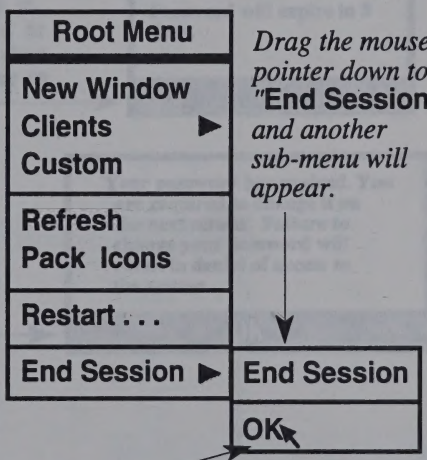
Before logging off the system, be sure to close all active applications (i.e., Applix, WordPerfect, Informix, etc.). Desktops, xclock, and aixterm windows do not need to be closed prior to logging off.



Place your mouse cursor anywhere in the grey area of the screen where there is not a window. Your mouse cursor will be an "X."

Press and hold the right mouse button *to display the "Root Menu."*

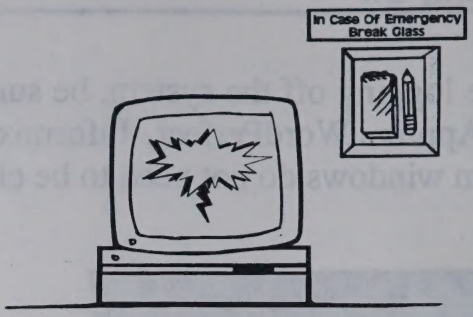




*Drag the mouse pointer down to "**End Session**" and another sub-menu will appear.*

*Drag the mouse pointer to "**OK**" on the sub-menu and release the mouse button. This will log you off the system. In a moment the Login Screen will appear.*

NOTE: DO NOT TURN OFF THE SYSTEM UNIT AFTER LOGGING OFF.



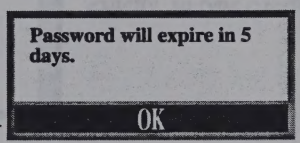
Notes

General Information

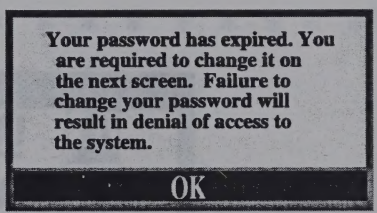
- ☞The system will force you to change your password every 60 days.
- ☞Passwords must be at least 6 characters long.
- ☞They must contain at least one numeric and one alpha character.
- ☞When changing passwords you must change at least 3 characters.
- ☞Passwords may not be reused for 20 password changes.
- ☞You must use a password for one day before you can change it.
- ☞If you forget your password: Your System Administrator/Security Officer can assign you a new password, but no one can find out what your password was.

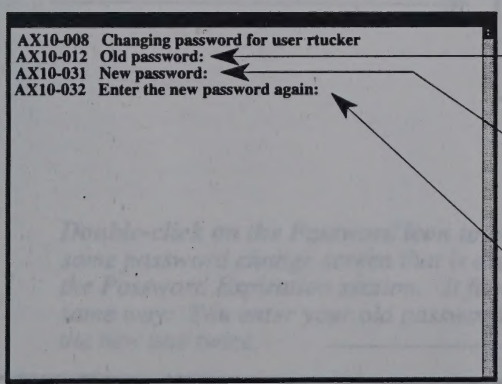
Password Expiration

When your password is within 5 days of expiring, you will receive messages like this one upon logging in. This is informing you that you will be required to change your password in the number of days indicated. ***Press Enter or click OK to continue to the initial desktop.***



When your password expires, you will recieve this message upon logging in. This indicates that you must assign yourself a new password before being allowed on the system. ***Press Enter or click OK to continue to the password screen.***

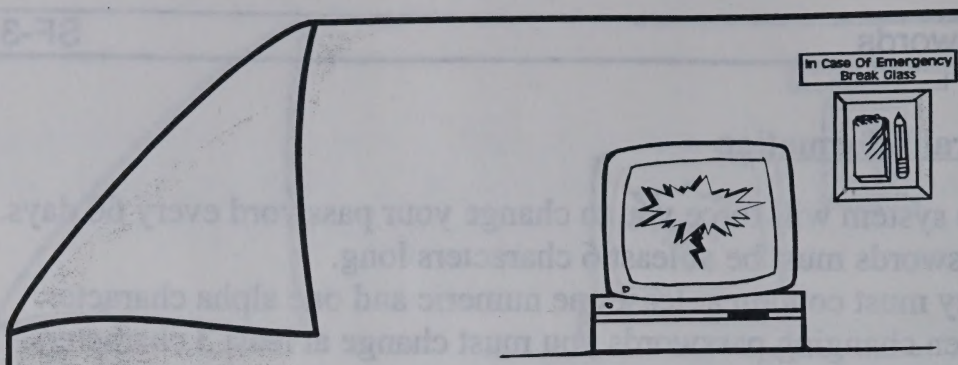

Your password has expired. You are required to change it on the next screen. Failure to change your password will result in denial of access to the system.
OK


AX10-008 Changing password for user rtucker
AX10-012 Old password:
AX10-031 New password:
AX10-032 Enter the new password again:

Enter your old password and press Enter. *You will not see it being typed.*

When prompted, enter a new password and press Enter. *You will not see it being typed and will have to enter it again, so be sure of what you type.*

When prompted, enter the new password again and press Enter. *It must match exactly, so type carefully.*



Notes

How to Change Your Password

from the command line...

From the aixterm window type the <u>setpwd</u> command and press Enter

```
/home/rtucker> setpwd
AX10-008  Changing password for user rtucker
AX10-012  Old password:
AX10-031  New password:
AX10-032  Enter the new password again:
/home/rtucker> _
```

Enter your old password, and press Enter. *You will not see it being typed.*

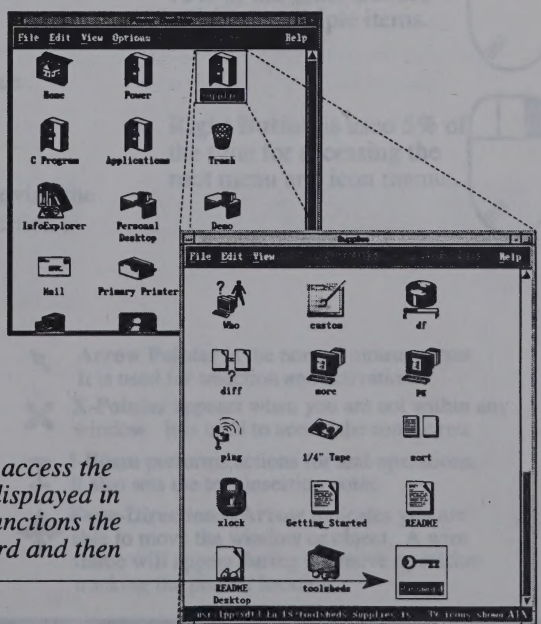
When prompted, enter a new password and press Enter. *You won't see it and will have to enter it again, so be sure of what you type.*

When prompted, enter the new password again and press Enter. *It must match exactly, so type carefully.*

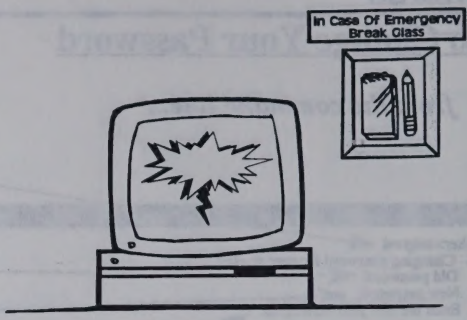
* *

from the password icon...

The password icon is usually located in the Supplies Cabinet from the Power Desktop, although some sites have configured their desktops differently. ***Double-click on the Supplies Cabinet*** *to open it up.*



Double-click on the Password icon *to access the same password change screen that is displayed in the Password Expiration section. It functions the same way: You enter your old password and then the new one twice.*



Notes

Tips on using the Mouse

- ☞ Place your mouse in a comfortable position so you can relax your arm while using the mouse. The mouse can be configured for the right or left hand and be placed on either side.
- ☞ Hold the mouse like a bar of soap with your fingers resting on the buttons.
- ☞ Keep the mouse square to the screen to easier control the direction of the cursor on the screen.
- ☞ Drag your hand along the mouse pad while moving the mouse for more control of the mouse cursor.
- ☞ Anchor your mouse with your thumb, fingers and palm while double-clicking so the mouse doesn't move between clicks.

Using a mouse is like driving a car. When driving a car you look at the road, not the steering wheel. Operate a mouse in the same manner. You must be able to move the mouse and press the buttons while watching the screen.

Mouse Terminology

Point
Move the mouse until the pointer is on the object (icon, menu, window, text); then perform one of the following actions:

Click
Quickly press and release the mouse button without moving the mouse.

Double-Click
Quickly press and release the mouse button twice without moving the mouse.

Drag-and-Drop
Press and hold the mouse button down while moving the mouse. Release the button when the object/selection is in the desired position.

Mouse Buttons

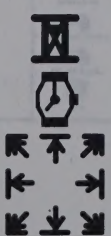
Left Button is the primary button, used 85% of the time. Use for selecting and activating default actions.

Middle Button is used 10% of the time. Use for selecting multiple items.

Right Button is used 5% of the time for accessing the root menu and icon menus.

Mouse Cursors

Hourglass and Watch appear when an action is in progress. Wait until the pointer returns to normal before proceeding.



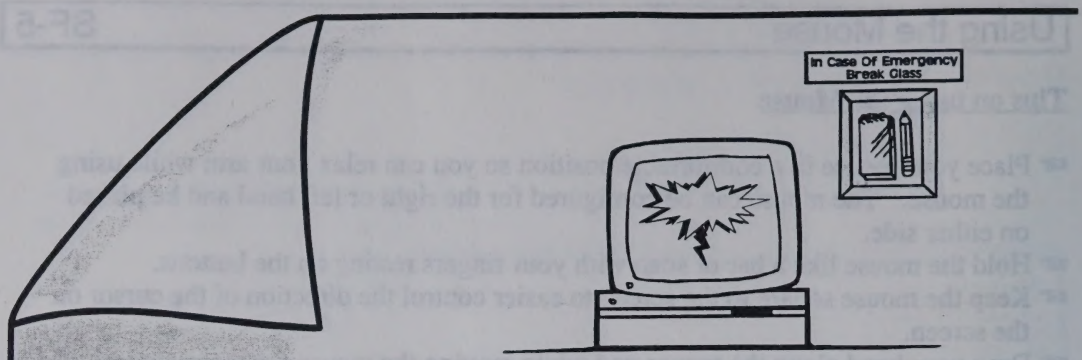
Resize Frame Handles appear when you are in a resize position of the screen. The direction of the pointer indicates the direction(s) you are able to size.

Arrow Pointer is the normal mouse cursor. It is used for selection and activation.

X-Pointer appears when you are not within any window. It is used to access the root-menu.

I-Beam performs actions for text operations. It also sets the text insertion point.

Four-Directional Arrow indicates you are able to move the window or object. A wire frame will appear during the move operation tracking the pointer location.

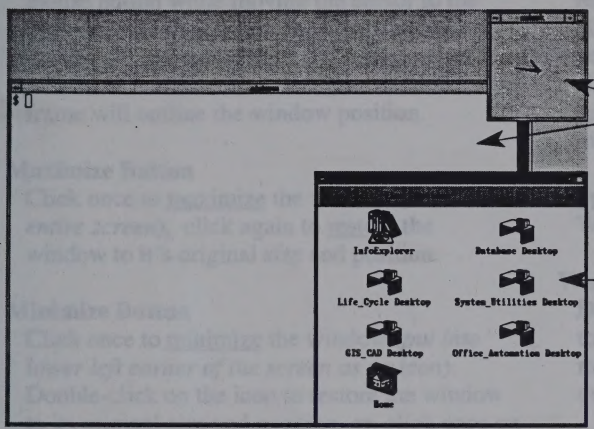


Notes

On this system all applications (WordPerfect, GroupWise, Applix, etc.) are contained within windows. This environment allows you to have applications running in multiple windows concurrently, although you may only input to the "active" window. You can tell which window is active because the frame of the active window has color, and it is raised to the top of all other windows. All non-active windows have the frame turned to grey and are behind the active one.

To Activate a Window

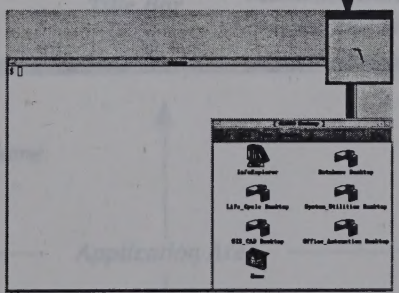
Click once anywhere within the window you wish to activate.



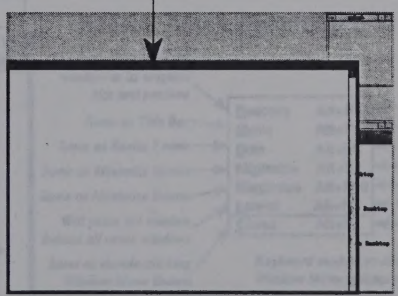
In this diagram the xclock and aixterm windows are inactive.

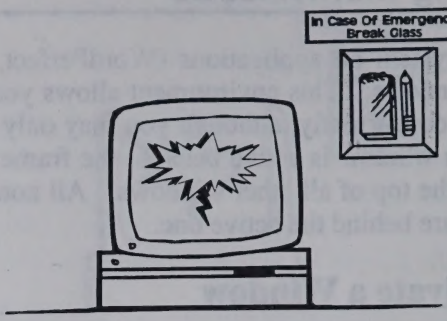
The ALMRS Desktop is the currently "active" window.

Clicking on the xclock "activates" the window, raising it to the top and now the xclock frame has color. The ALMRS Desktop frame has been turned to grey.



Clicking on the aixterm window "activates" it and the other windows are inactive.





Notes

Although the application area will differ according to the software being run, all windows have the same basic components and are managed individually. As windows can appear on top of, beside, or overlapping other windows, you must be able to control their size and placement to properly manage your screen.

Window Components and Their Uses

Title Bar

1) Identifies the name of the application, the directory name or filename as appropriate.
2) Moves a window from one location to another: Point to it and press and hold the left mouse button while moving the cursor to the desired position and then releasing the button. During the move operation the mouse pointer will become a four-directional arrow, and a wire frame will outline the window position.

Maximize Button

Click once to maximize the window (*cover the entire screen*), click again to restore the window to it's original size and position.

Minimize Button

Click once to minimize the window (*put into lower left corner of the screen as an icon*). Double-click on the icon to restore the window to its original size and position *or* click once on the icon, then click on " Restore."

[See Window Menu Button Options.]

Resize Frame

Changes the size of the window. Point to the frame (*anywhere around the edge of the window*). When the mouse pointer becomes one of the resize frame handles, press and hold the left button while moving the pointer. The sides allow you to size the window width, the top and bottom size the window height and the corners size in both directions. A wire frame will appear while sizing, indicating the new window dimensions.

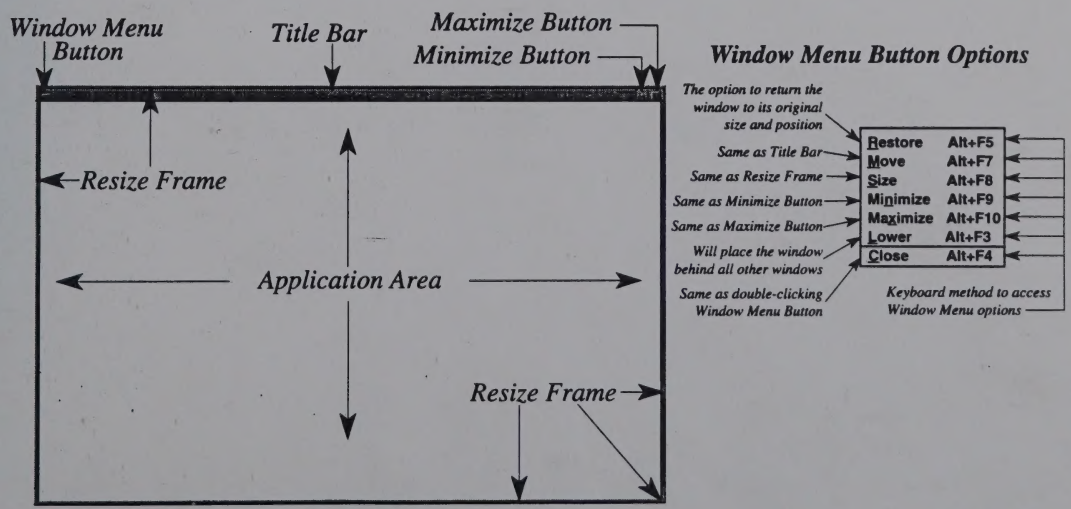
Application Area

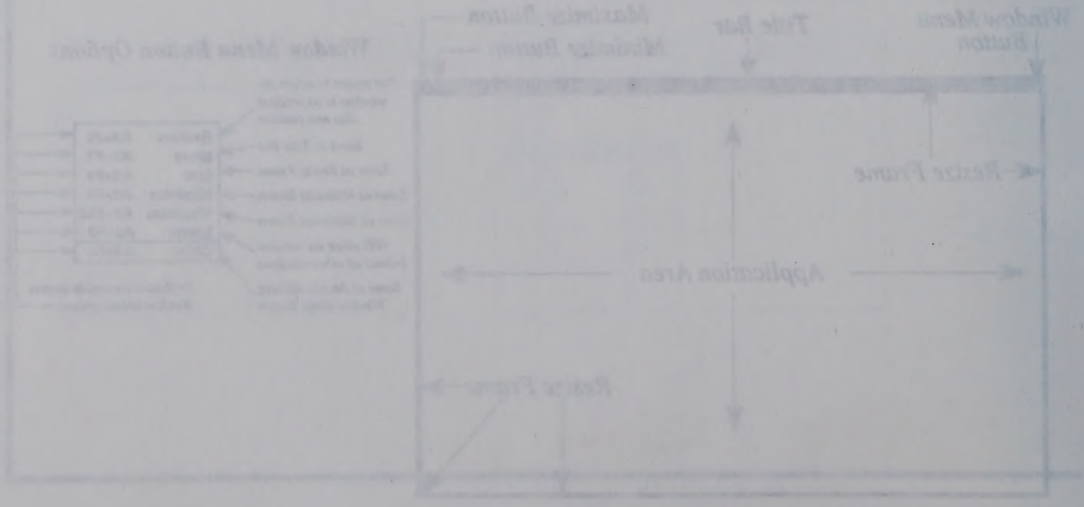
Where the application will be displayed.

Window Menu Button

Double-click to close the window. Click once to access the Window Menu containing another method to access the same options available through other window components.

NOTE: This menu also appears when clicking on a minimized window icon.





WordPerfect 6.0 for AIX

WordPerfect 6.0 for AIX is now installed and operational on sc0125 (MUP 'A') and sc0122 (MUP 'B'). WordPerfect 6.0 (WP6.0) and WordPerfect 5.1 (WP5.1) will continue running parallel until April 1, at which time WP5.1 will be removed. This will allow users enough time to familiarize themselves with the new features provided in WP6.0 and time to transition to WP6.0.

When you login to your workstation, to execute WP6.0, go to the "aixterm" window. At the "$" prompt, type "/apps/wp60/wpbin/xwp &".
We will be upgrading the Unix AIX Operating System on workstations to Version 3.2.5.1 during this transition time. As we upgrade the workstations, we will also be loading the WP6.0 and GroupWise Client on the individual workstations based on available disk space. This should provide users with a much quicker response time in both WP6.0 and GroupWise, since the Client will be loaded on the workstation as opposed to the MUP. We also will be adding the icon for WP6.0 to the "Office_Automation" Desktop.

There are several new features in WP6.0 including:

1. Over 90 new spreadsheet functions in tables including formulas, numerical cell formatting, automatic recalculation, data files, named ranges, etc.

2. Integrated charting including a built-in vector graphics package, a powerful equation editor, text-on-a-curve, and many new drawing tools.

3. Document Management features ***QuickFinder*** (indexing and file retrieval), ***QuickList*** (descriptive naming of directories), and a new File Open dialog box.

4. Grammatik grammar checker (a rule-based grammar proofing software).

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5. Over 70 ExpressDocs smart templates (templates for various business forms and reports).

6. Customizable interface such as the Button Bar, Power Bar, Ruler Bar, and Status Bar which can all be user configured.

7. Watermarks (graphics superimposed on document text).

8. Hypertext (text within a document that you can click on and obtain further information on what you clicked on).

9. Cross-platform file compatibility.

All users will need to setup their printers for WP6.0. Please read Attachment 1 (printer6.proc) procedures for setting up your printers.

Please be aware that not all BLM offices are running WP6.0. When sending WP6.0 file attachments in GroupWise, please inform the people you are sending the attachment(s) to the type of file it is (WP6.0 or WP5.1). We have developed a WP6.0 macro that will save a WP6.0 documents in a WP5.1 format. When executed, the macro will bring up a "popup box" for you to enter the filename of the document you want saved, then it will convert the document to a WP5.1 format. This macro could be invoked from a button bar. If you would like to obtain this macro, contact the hotline/AIX. Please note that when a document is converted from WP6.0 to WP5.1, any new features WP6.0 provides may be lost or corrupted.

When receiving WP6.0 attachments in GroupWise, you may want to setup an "Association" which will allow you to invoke WP6.0 to read a WP6.0 attachment upon clicking on the attachment. Attachment 2 (assoc.doc) procedures will instruct you as to how to setup the WP6.0 Association in GroupWise.

As with any new software, there may be some features that may not work correctly. If you have any questions or problems, please refer them to the "hotline/AIX" via email or call (303) 236-2561.

Procedures for WordPerfect 6.0 Printer Setup

1. Click on **File** from the menu bar.

2. Click on **Select Printer** to setup your printer.

3. Click on **Printer Create/Edit**.

4. Click on **Add...**

5. Highlight your printer name. This is the type and model of the printer.
   (example: **DataProducts LZR-2080**)

6. Click on **OK**.

7. Double click in the text portion of the "Printer Driver Filename" box.

8. Type your printer queue name and add "**.prs**".
   (example: **0310p3.prs** -where 0310p3 is the printer queue name)

9. Click on **OK**.

10. A box showing it is updating will appear (Building... Updating...).

11. When this is done, "Destination" will show "None".

12. Click on **Setup**.

13. Click on **Destination**.

14. Highlight your printer queue.
    (example: **0310p3**)

15. Click on **OK**.

16. Click on **OK**.

17. Check the "Destination", it should show your printer queue now.

18. Click on **OK**.

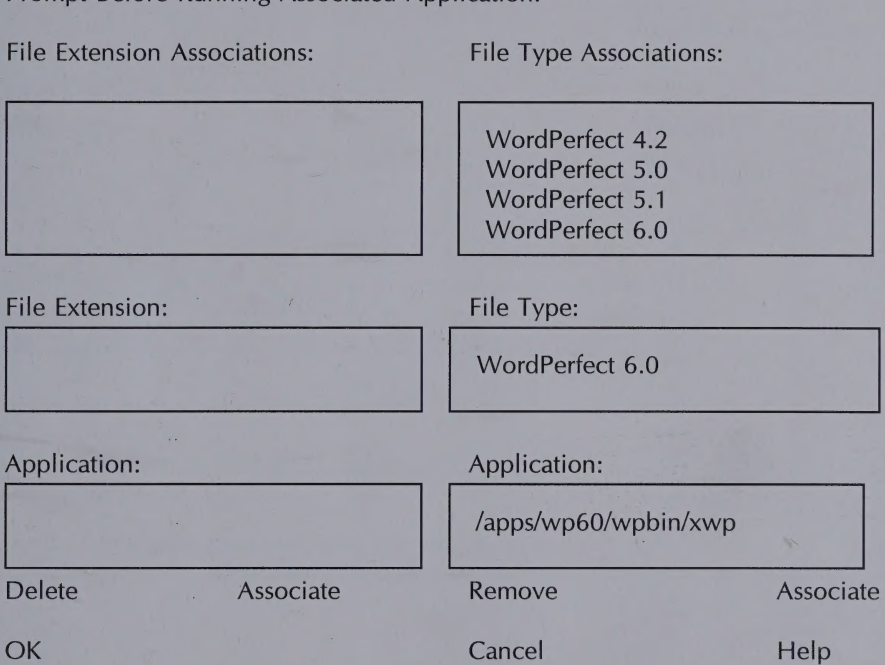
19. Click on **OK**.

Unix GroupWise

Assigning File Extensions to Launch Attached Files

Setting up to launch files

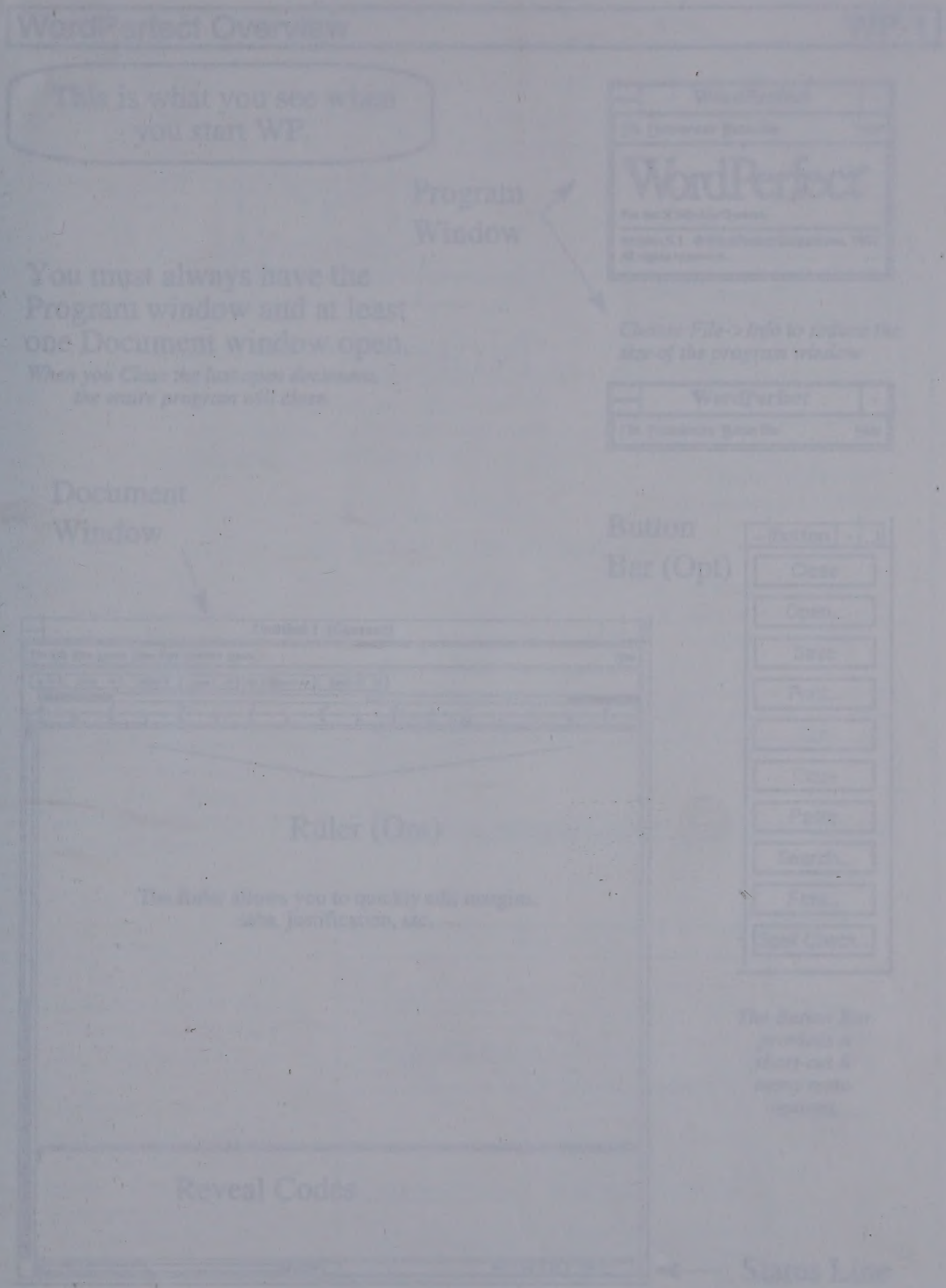
1. From the **Options**, choose **Associations**.
2. Under "File Type Associations" (to setup WordPerfect) find and highlight **WordPerfect 6.0.**
3. Under "Applications", type path, i.e., **/apps/wp60/wpbin/xwp**.
4. Click with left mouse button on Associate.



Launching Attached Files:

1. Read message.
2. With the **Right** mouse button click and hold it down.
3. Select **open**.
4. Application to Run: click on **OK**.
   This will launch you into the application.

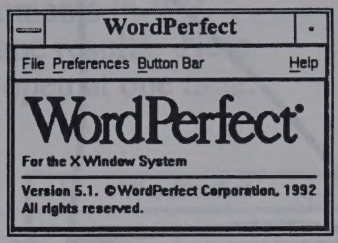
Attachment 2


WordPerfect Overview
This is what you see when you start WP.
Program Window
You must always have the Program window and at least one Document window open.
When you Close the last open document, the entire program will close.
Document Window
Button Bar (Opt)
Ruler (On)
Reveal Codes
Status Line

Attachment 2

This is what you see when you start WP.

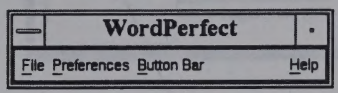
Program Window



You must always have the Program window and at least one Document window open.

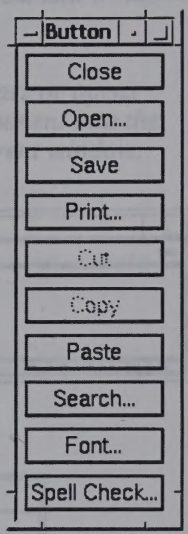
When you Close the last open document, the entire program will close.

Choose File->Info to reduce the size of the program window

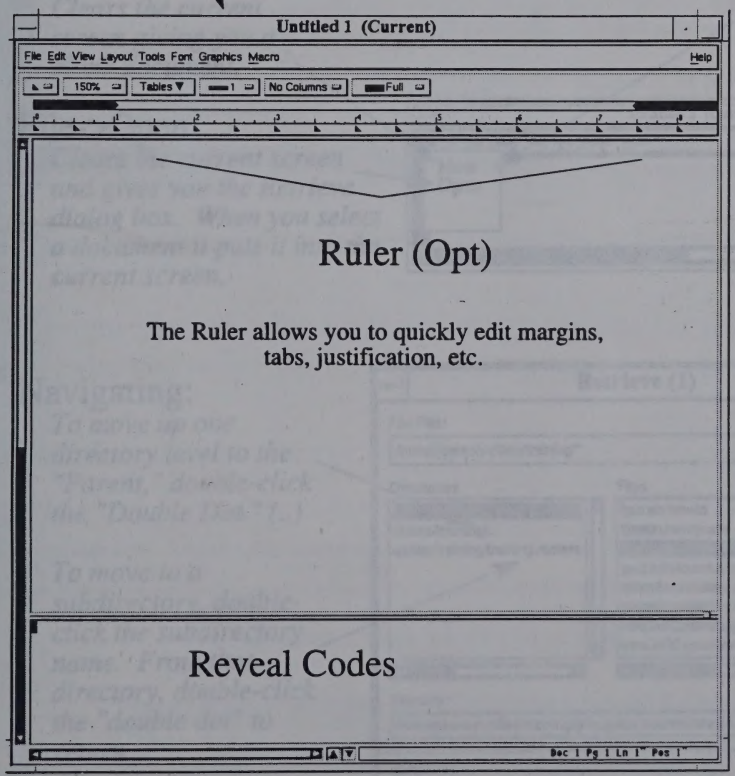


Document Window

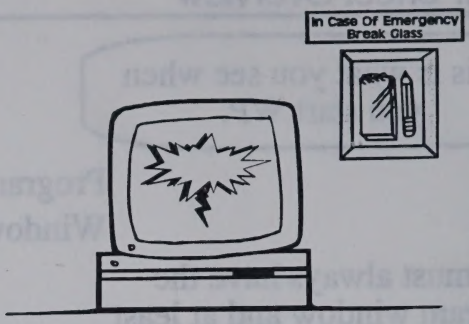
Button Bar (Opt)



The Button Bar provides a short-cut to many menu options.


Untitled 1 (Current)
File Edit View Layout Tools Font Graphics Macro Help
150% Tables No Columns Full
Ruler (Opt)
The Ruler allows you to quickly edit margins, tabs, justification, etc.
Reveal Codes
Doc 1 Pg 1 Ln 1" Pos 1"

Status Line



Notes

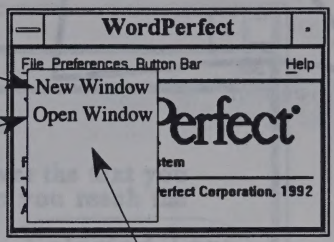
There are a few ways to Open (retrieve) documents in WP, however, they do not necessarily have the same results. Note that you can have up to nine WP documents open at one time. Help screens count towards the nine.

File->New Window:

Opens a new window with a blank document.

File->Open Window:

Gives you the Retrieve dialog box and puts the document you select into a new window. Use this to open more than one document at a time.



Opens additional document windows.

Be aware of the difference!

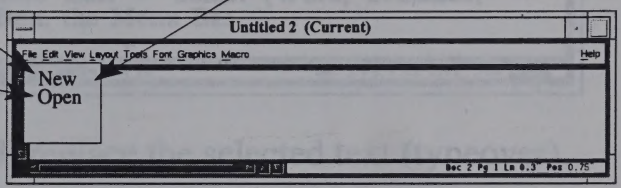
File->New

Clears the current screen giving you a blank document.

File->Open

Clears the current screen and gives you the Retrieve dialog box. When you select a document it puts it into the current screen.

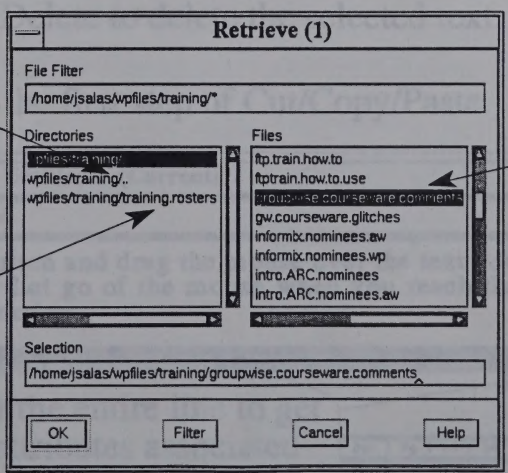
Clears or opens document into the current window.



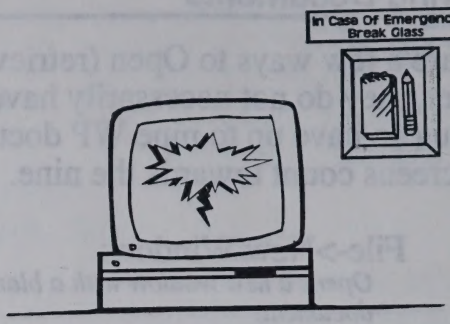
Navigating:

To move up one directory level to the "Parent," double-click the "Double Dot." (..)

To move to a subdirectory, double-click the subdirectory name. From that directory, double-click the "double dot" to return.

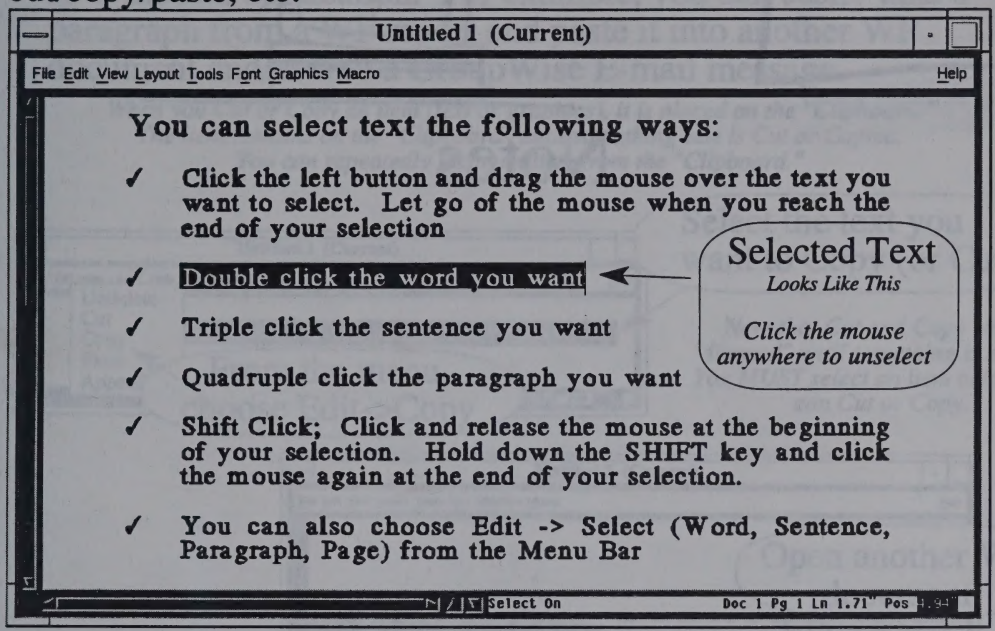


When you find the file you want, double-click on it.



Notes

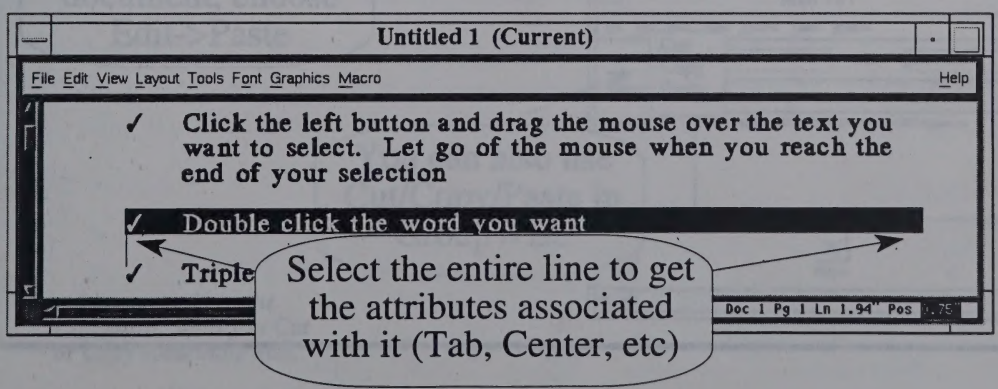
There are several ways to Select (Block) text in WP. Once you have selected text, you may perform several (editing) operations upon it. These include replace (typeover), bold, underline, font changes, cut/copy/paste, etc.

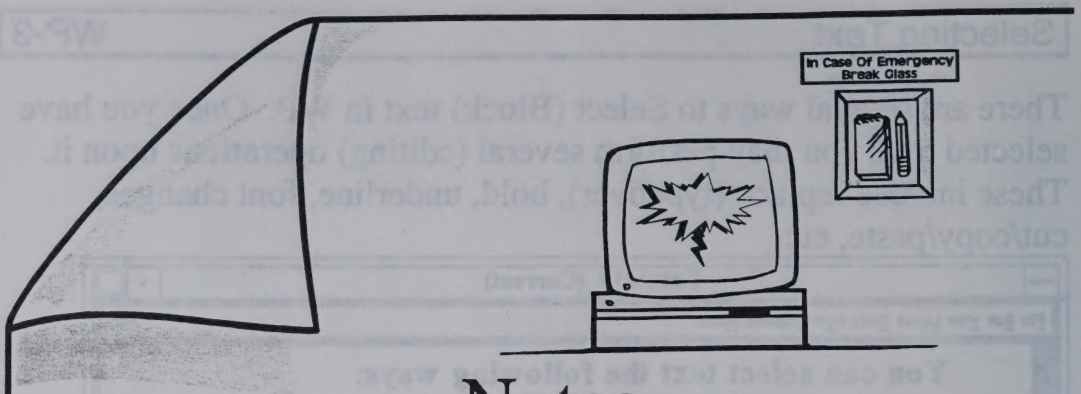

Untitled 1 (Current)
File Edit View Layout Tools Font Graphics Macro
Help
You can select text the following ways:
✓ Click the left button and drag the mouse over the text you want to select. Let go of the mouse when you reach the end of your selection
✓ Double click the word you want
✓ Triple click the sentence you want
✓ Quadruple click the paragraph you want
✓ Shift Click; Click and release the mouse at the beginning of your selection. Hold down the SHIFT key and click the mouse again at the end of your selection.
✓ You can also choose Edit -> Select (Word, Sentence, Paragraph, Page) from the Menu Bar
Selected Text
Looks Like This
Click the mouse anywhere to unselect
Select On
Doc 1 Pg 1 Ln 1.71" Pos

If you type anything, it will replace the selected text (typeover).

You can also choose Font from the Menu Bar and change the look of the selected text. Press Delete to delete the selected text.

Selecting text is always the first step of Cut/Copy/Paste.

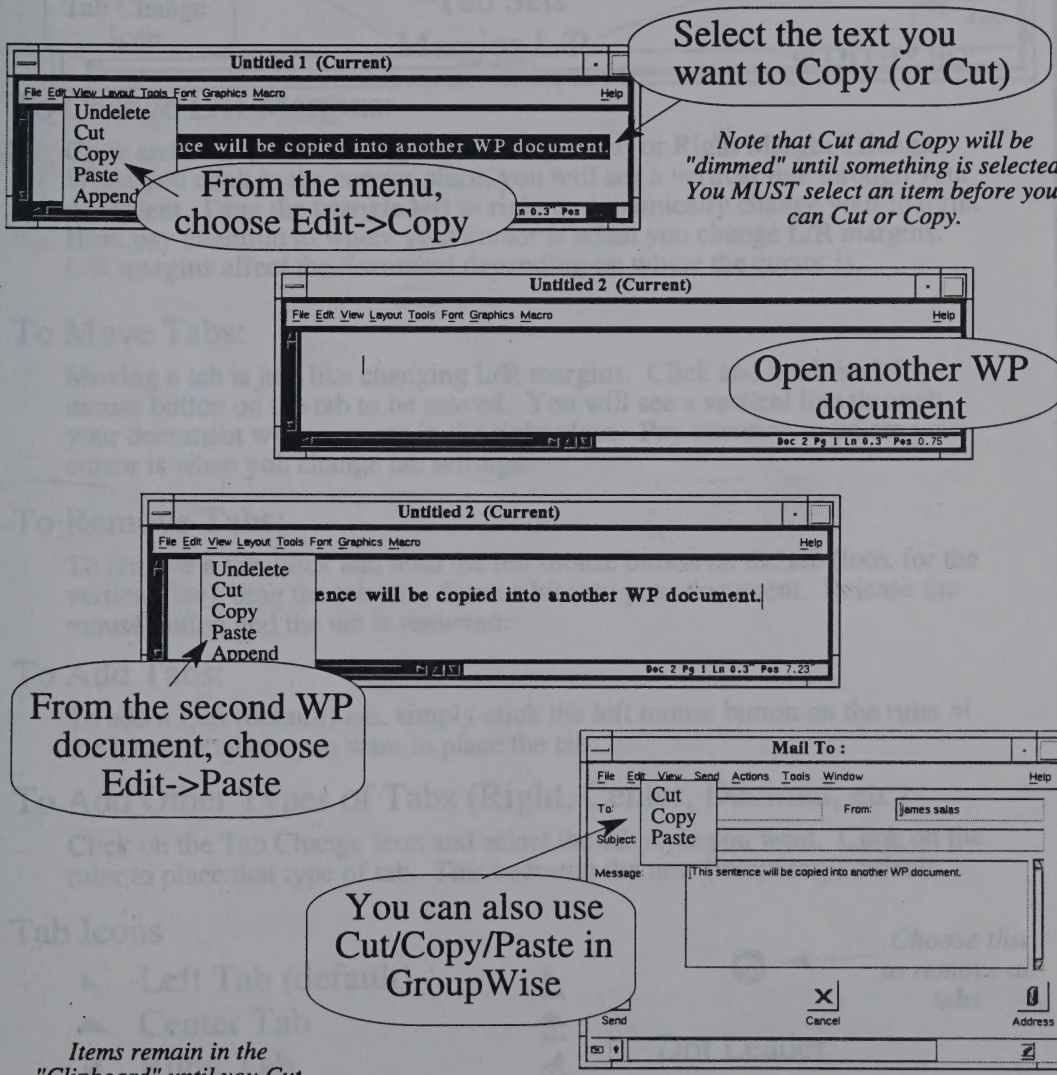

Untitled 1 (Current)
File Edit View Layout Tools Font Graphics Macro
Help
✓ Click the left button and drag the mouse over the text you want to select. Let go of the mouse when you reach the end of your selection
✓ Double click the word you want
✓ Triple
Select the entire line to get the attributes associated with it (Tab, Center, etc)
Doc 1 Pg 1 Ln 1.94" Pos



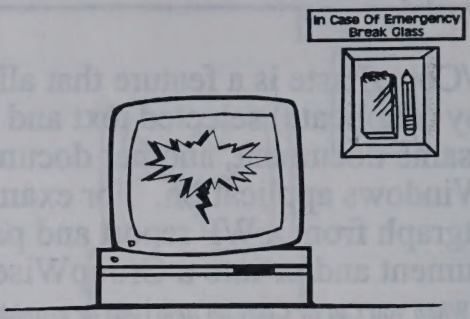
Notes

Cut/Copy/Paste is a feature that allows you to Cut (remove), or Copy (duplicate) selected text and Paste it to another location in the same document, another document, or even another X-Windows application. For example, you can easily take a paragraph from a WP report and paste it into another WP document and/or into a GroupWise E-mail message.

When you Cut or Copy an item (text or graphics), it is placed on the "Clipboard." The item remains on the "Clipboard" until something else is Cut or Copied. You can repeatedly Paste an item from the "Clipboard."

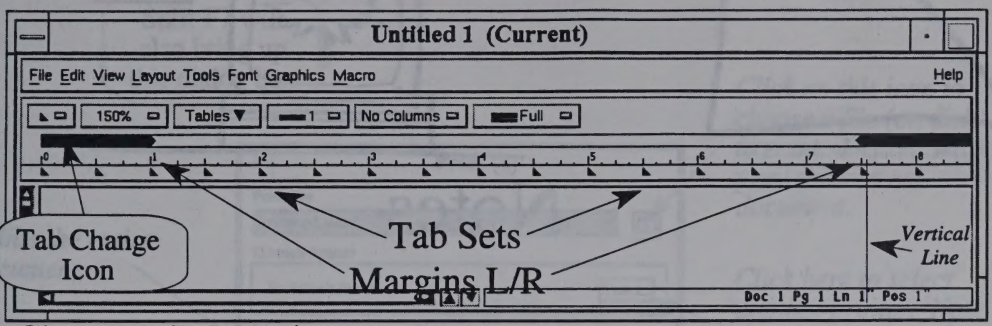

Untitled 1 (Current)
File Edit View Layout Tools Font Graphics Macro Help
Undelete
Cut
Copy
Paste
Append
will be copied into another WP document.
Select the text you want to Copy (or Cut)
From the menu, choose Edit->Copy
Note that Cut and Copy will be "dimmed" until something is selected. You MUST select an item before you can Cut or Copy.
Untitled 2 (Current)
File Edit View Layout Tools Font Graphics Macro Help
Doc 2 Pg 1 Ln 0.3" Pos 0.75"
Open another WP document
Untitled 2 (Current)
File Edit View Layout Tools Font Graphics Macro Help
Undelete
Cut
Copy
Paste
Append
ence will be copied into another WP document.
Doc 2 Pg 1 Ln 0.3" Pos 7.23"
From the second WP document, choose Edit->Paste
Mail To :
File Edit View Send Actions Tools Window Help
To:
From: James salas
Subject:
Message:
This sentence will be copied into another WP document.
Cut
Copy
Paste
Send
Cancel
Address
You can also use Cut/Copy/Paste in GroupWise

Items remain in the "Clipboard" until you Cut or Copy something else.



Notes

The Ruler provides a convenient, graphical means to format a WP document. To display the Ruler, choose View->Ruler from the Menu Bar.



To Change L/R Margins:

Click and hold the left mouse button on the Left or Right Margin Triangle. When you click in the correct place, you will see a vertical line through your document. Drag the triangle left or right to dynamically change your margin. Hint: pay attention to where your cursor is when you change L/R margins. L/R margins affect the document depending on where the cursor is.

To Move Tabs:

Moving a tab is just like changing L/R margins. Click and hold the left mouse button on the tab to be moved. You will see a vertical line through your document when you are in the right place. Pay attention to where your cursor is when you change tab settings.

To Remove Tabs:

To remove a tab, click and hold the left mouse button on the tab (look for the vertical line), drag the tab icon down a bit into your document. Release the mouse button and the tab is removed.

To Add Tabs:

To add a Left (default) tab, simply click the left mouse button on the ruler at the location where you want to place the tab.

To Add Other Types of Tabs (Right, Center, Decimal, etc)

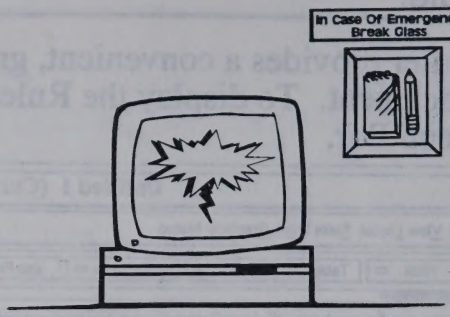
Click on the Tab Change Icon and select the tab style you want. Click on the ruler to place that type of tab. This becomes the new (temporary) default.

Tab Icons

- Left Tab (default)
- Center Tab
- Right Tab
- Decimal Align Tab
  (Aligns on the Decimal)

Dot Leader Tabs
(Prints Dots.....between Tabs)

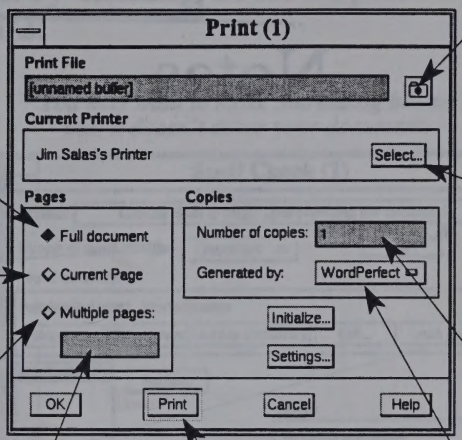
Choose this to remove all tabs



Notes

Choose File->Print to open the Print Dialog box. Be sure to click Print (instead of OK) to begin printing.

Shift F7 will also bring up this dialog box



Click on this icon to choose a file (on disk) to print. Default will print the current document.

Prints the entire document.

Click here to select another printer. Note that the "High-End" printers can print at 300dpi or 800dpi.

dpi=dots per inch
Higher dpi = higher quality
Higher dpi = slower output

Prints the page that the cursor is on. Be sure to click the mouse on the page you want.

Lets you specify which pages from the current document to print.

Enter the number of copies to print. Default is 1.

Determines if WP, the Printer, or the Spooler will generate the multiple copies.

Click here to start printing

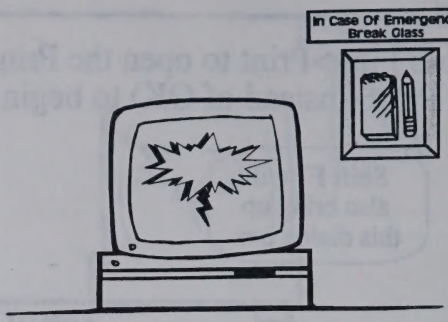
4 - print page 4
4,6 - print pages 4 and 6
4-6 - print pages 4 through 6
4- - print from page 4 through the end of the document
-4 - print from the beginning of the document, through page 4
4,6-8 - mix & match

Note: If you have renumbered your pages with the New Page Number option on the Page Format menu, WP uses the new numbers when it prints selected pages.

Other Printing Features:

Select (block) some text before choosing File->Print to print just the selected text.

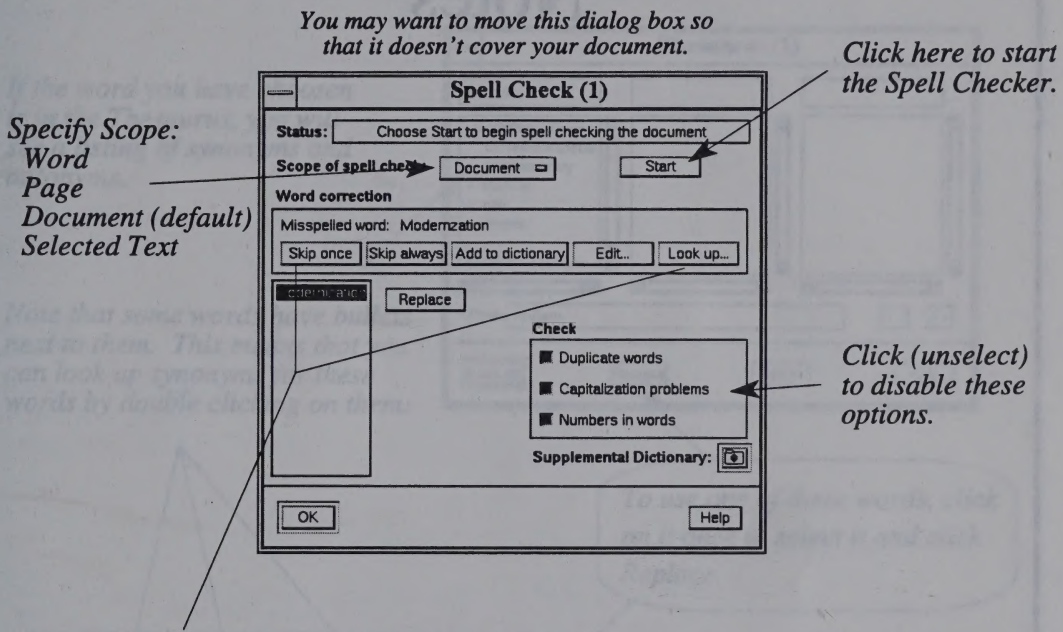
Choose File->Job Control (from the Main Program Window) to control your print jobs (cancel, hold, restart, etc.).



Notes

The WP Speller checks your document for misspelled words, duplicate words, capitalization errors, and numbers in words. You can spell check a word, a page, a document, or selected text. Words not found can be added to the dictionary.

Start Spell Check by clicking Tools->Spell->Spell Check or by pressing CTRL F2.



If a word is found, you have the following options:

Skip once - *Skips over the problem. Will stop at the next occurrence.*

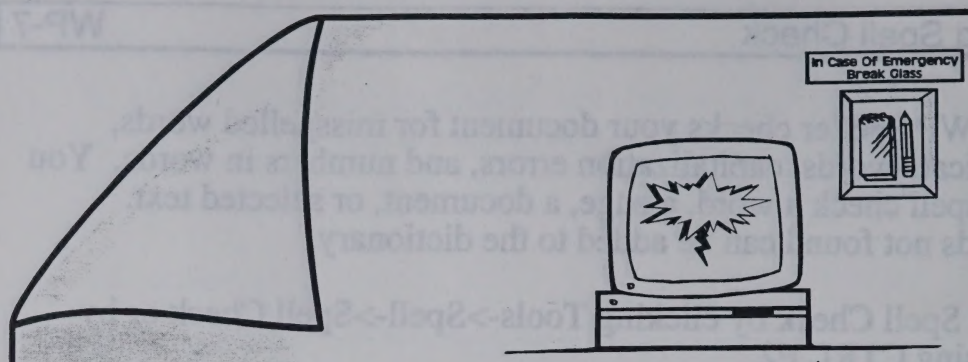
Skip always - *Ignores this particular problem for the rest of the spell check.*

Add to dictionary - *Adds the word to your personal (supplemental) dictionary. The supplimental dictionary can be later edited or added to the main dictionary.*

Edit - *Lets you manually edit the problem.*

Look up... - *Lets you look up words that match a pattern.*

Replace - *Replaces the problem word with the word selected from the list of suggested spellings. Replace corrects all occurrences of the misspelling.*



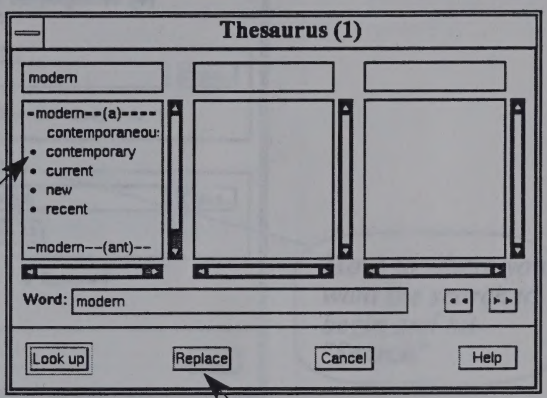
Notes

The WP Thesaurus searches for and displays synonyms (words with the same or very similar meaning) of words in your document. The thesaurus also displays antonyms (words with the opposite meaning).

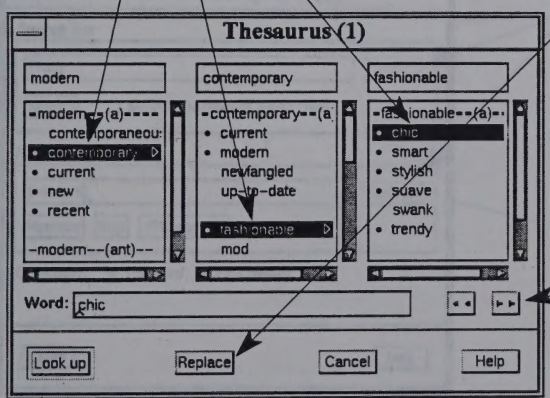
Place the curser anywhere in the word to look up. Start Thesaurus by clicking Tools->Thesaurus or pressing Shift-CTRL-F1.

If the word you have choosen is in the Thesaurus, you will see a listing of synonyms and antonyms.

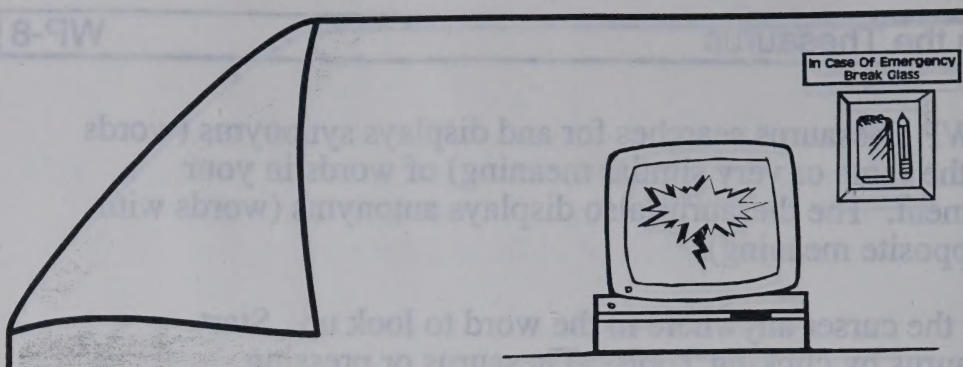
Note that some words have bullets next to them. This means that you can look up synonyms for these words by double clicking on them.



To use one of these words, click on it once to select it and click Replace.

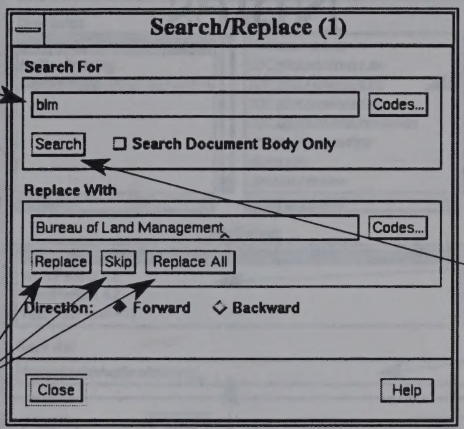


If you choose more than three words, use these arrows to scroll.



Notes

WordPerfect's Search/Replace feature lets you find words and replace them with other words. For example, you can search for "BLM" and replace with "Bureau of Land Management." You can also search for and replace Codes. For example, you can replace all "Bold" codes with "Underline."

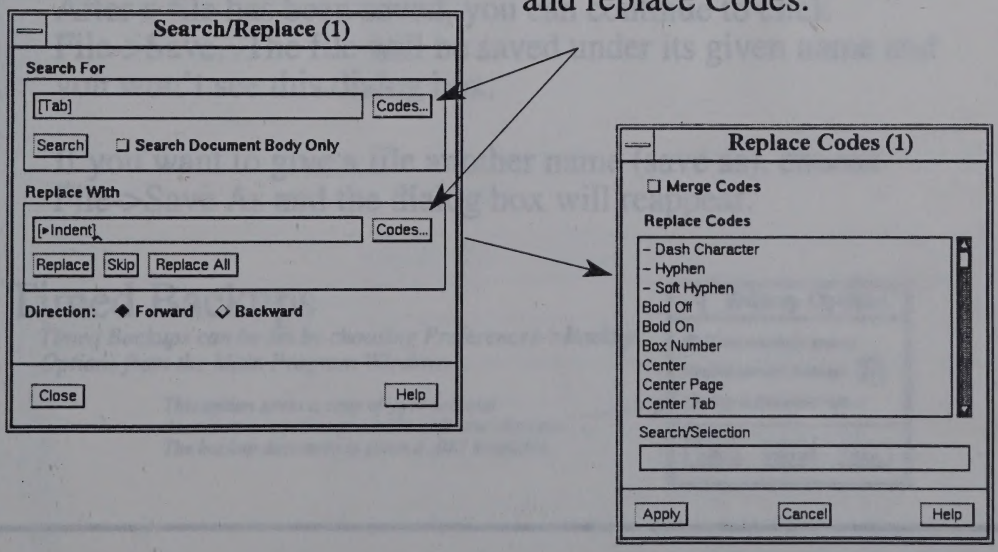


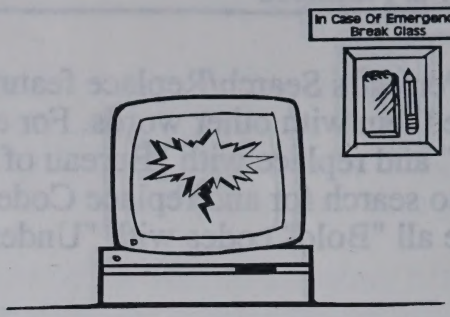
Move to where you want the search to begin and hit "Search"

Choices:

When a match is found you have three choices:

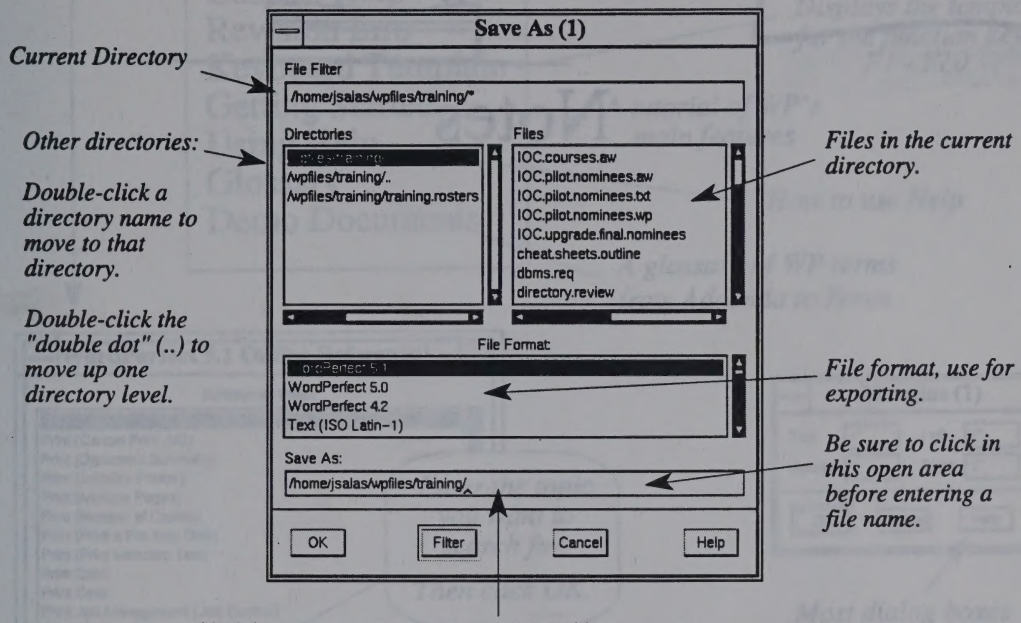
You can also search for and replace Codes.





Notes

The first time you choose File->Save, you will be presented with the Save As dialog box. Here you will choose the directory and filename to save your document.



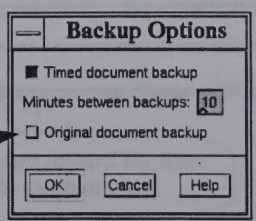
After a file has been saved, you can continue to click File->Save. The file will be saved under its given name and you won't see this dialog box.

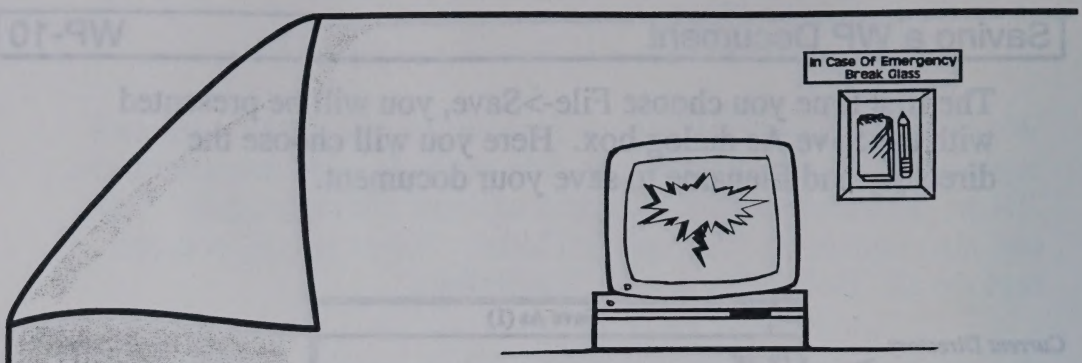
If you want to give a file another name (save as), choose File->Save As and the dialog box will reappear.

Timed Backups

Timed Backups can be set by choosing Preferences->Backup Options from the Main Program Window.

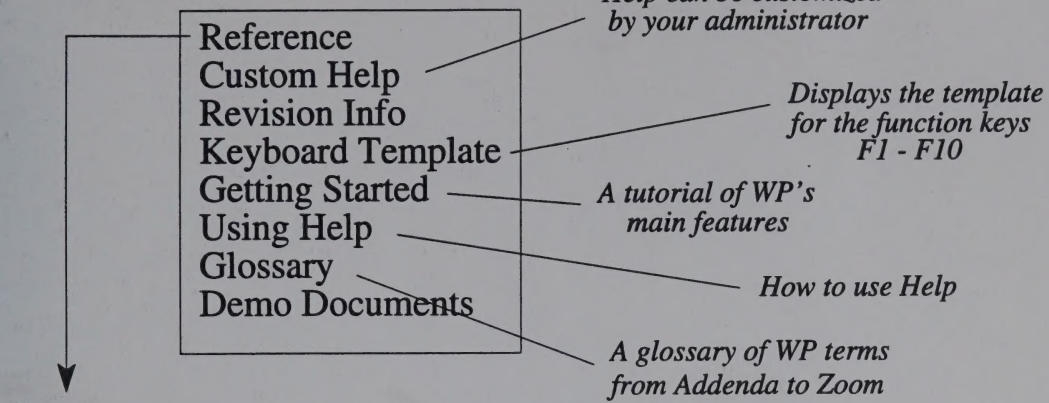
This option saves a copy of your original document every time you make and save changes. The backup document is given a .BK! extension.

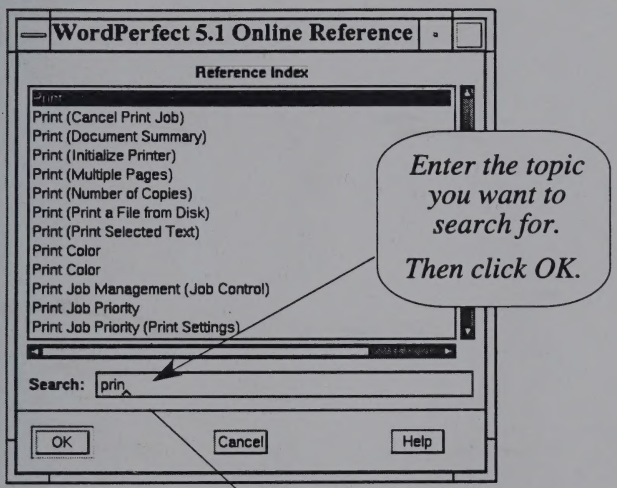


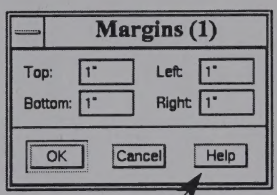


Notes

WordPerfect offers many On-Line Help features. From the menu bar on the far right side, click Help.
This menu will appear:

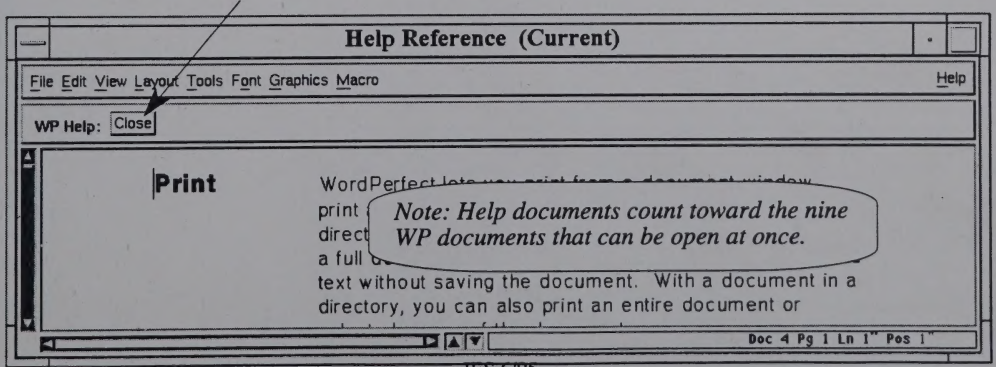


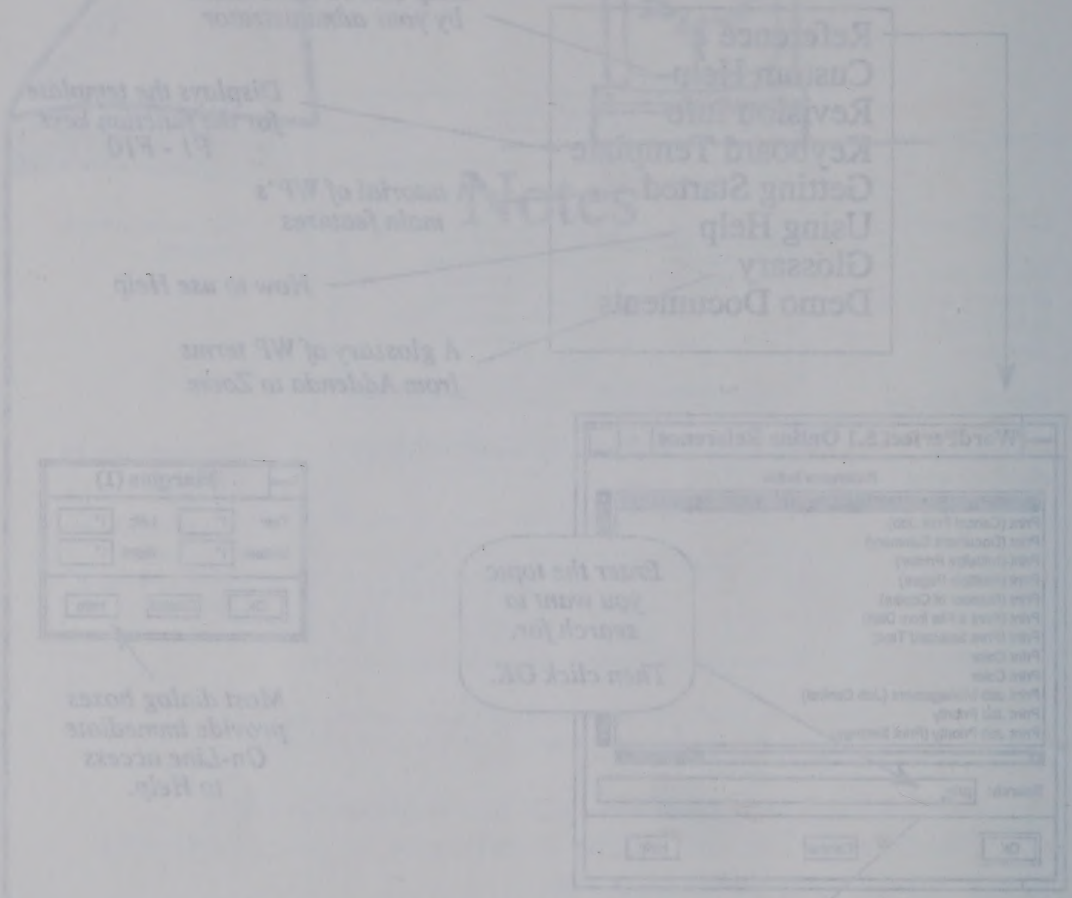


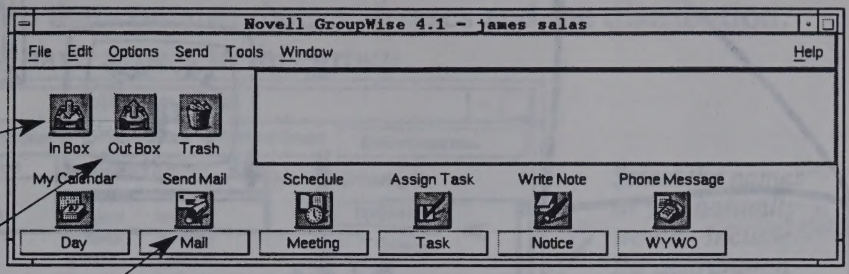


Most dialog boxes provide immediate On-Line access to Help.

Help screens accessed in this manner are actual WP documents. Click Close when you are done.


Help Reference (Current)
File Edit View Layout Tools Font Graphics Macro
Help
WP Help: Close
Print
WordPerfect lets you print from a document window
print
direct
a full
text without saving the document. With a document in a
directory, you can also print an entire document or
Note: Help documents count toward the nine WP documents that can be open at once.
Doc 4 Pg 1 Ln 1" Pos 1"

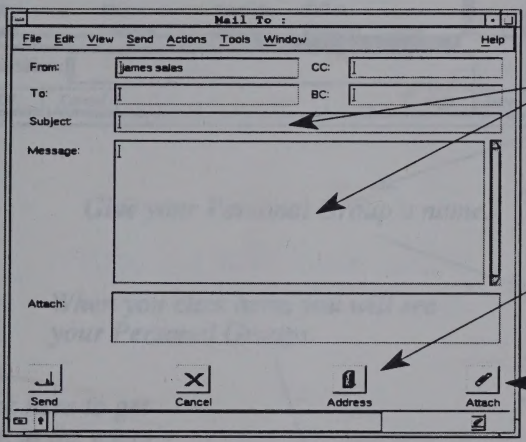




In Box

Out Box

Send Mail (double-click this icon to compose a message.)



Fill in the Subject and Message.

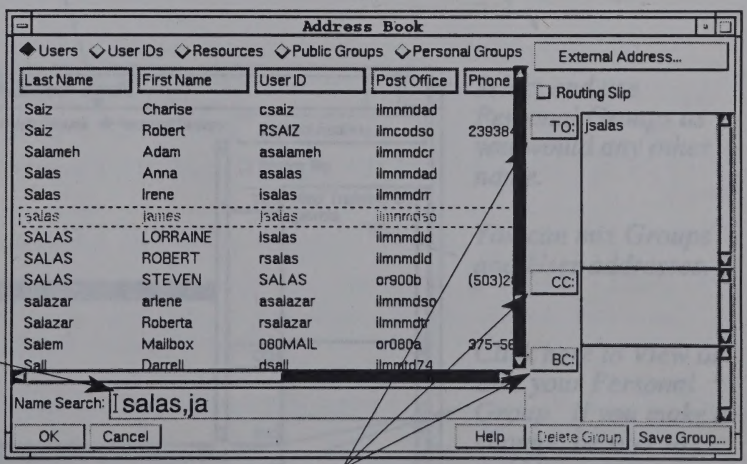
For the Address Book Click here.

To attach a file Click here.

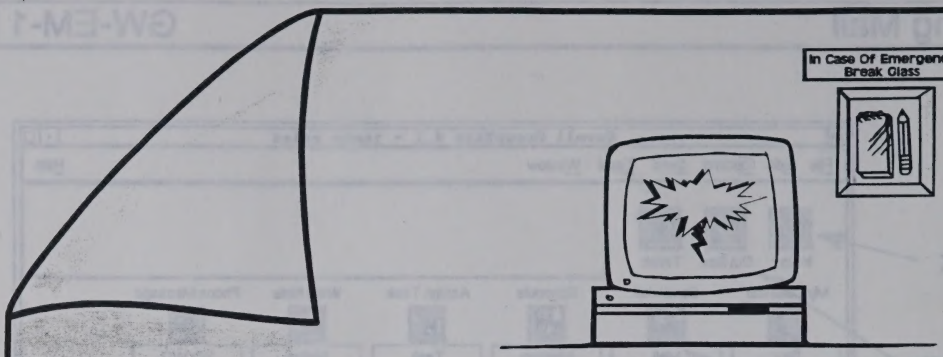
Use the scroll bar to find the name you want.

~or~

Enter the name search, making it unique (lastname, first).

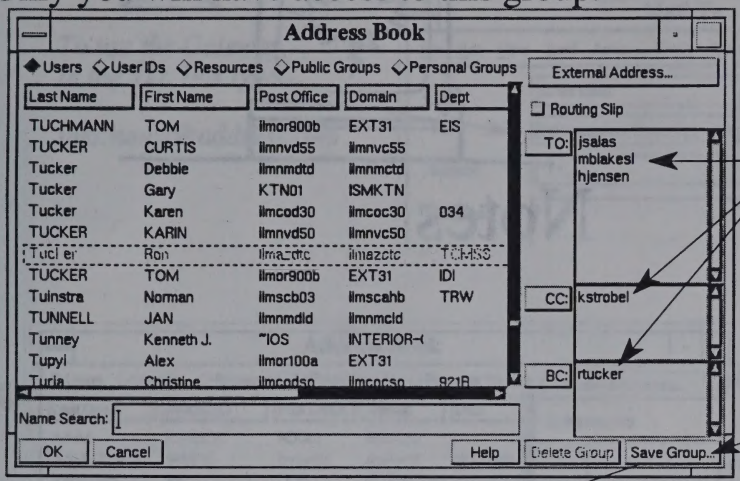


Select the name you want and click TO: CC: or BC:



Notes

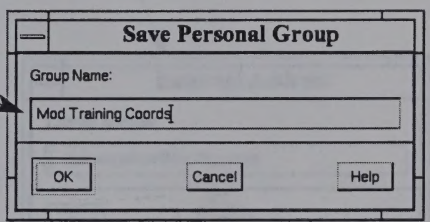
If you repeatedly send E-mail to the same people, you can create a Personal Group that contains their addresses and the distribution. Only you will have access to this group.



Select the names as you normally would. Include the distribution (To, CC, BC).

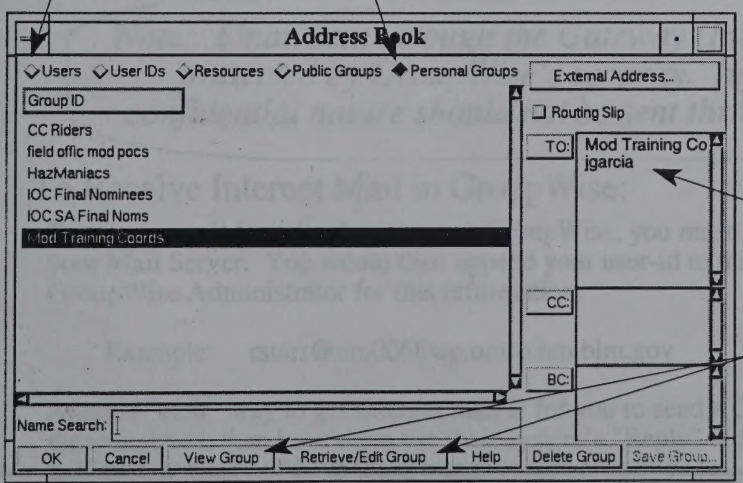
Click here to save as a Personal Group.

Give your Personal Group a name.



When you click here, you will see your Personal Groups.

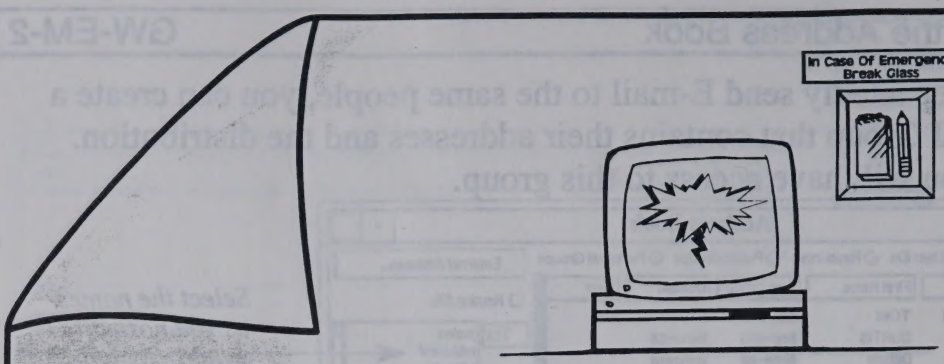
Click here to get back to the users' addresses.



Select and use Personal Groups as you would any other name.

You can mix Groups and User addresses.

Click here to View or Edit your Personal Group. If you make a change, be sure to save it again.



Notes

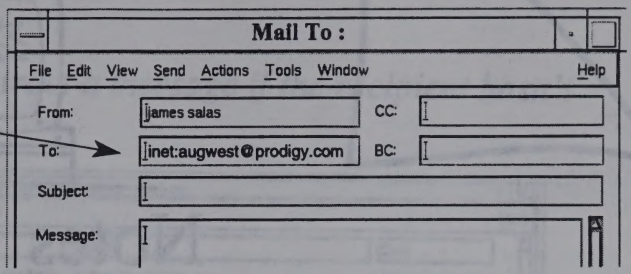
Sending Mail to External (Internet) Addresses GW-EM-3

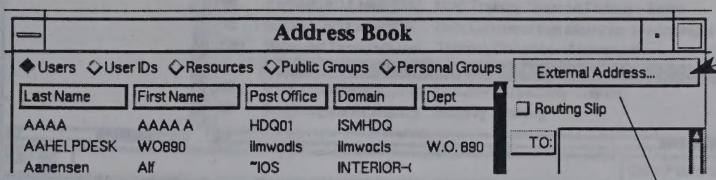
You can use GroupWise to send/receive E-mail through Internet.

This uses a feature called a Gateway. The Gateway may not be installed at all offices.

To use the Gateway, in the TO: box type:

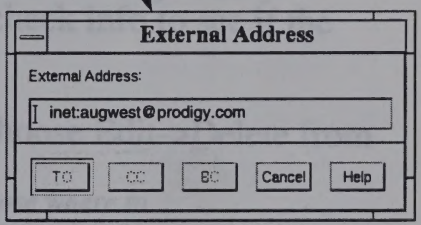
inet:name@address.com





~or~ from the Address Book click here.

External Addresses can be saved in a Personal Group.



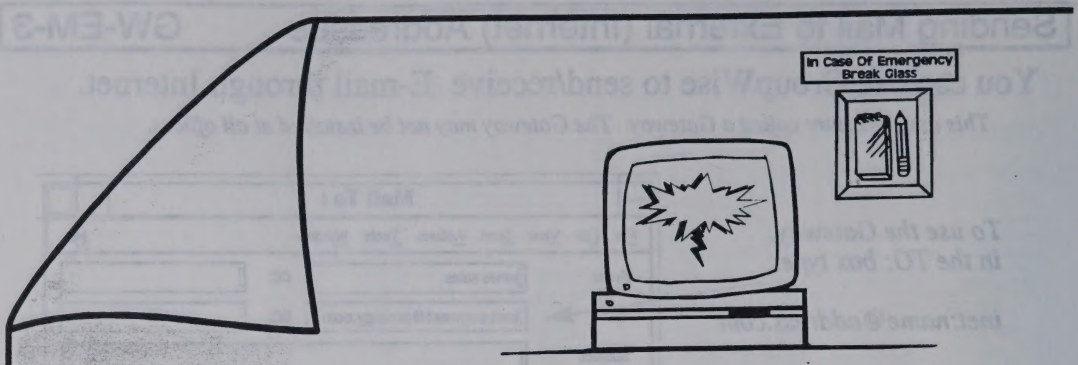
Note: Email sent through the Gateway (Internet) is no longer protected by GroupWise's security. Information of a confidential nature should not be sent through the Gateway.

To Receive Internet Mail in GroupWise:

To receive mail from the Internet into GroupWise, you must know the IP address of your Mail Server. You would then append your user-id to this address. See your GroupWise Administrator for this information.

Example: rstarr@nm0068wp.nmso.nm.blm.gov

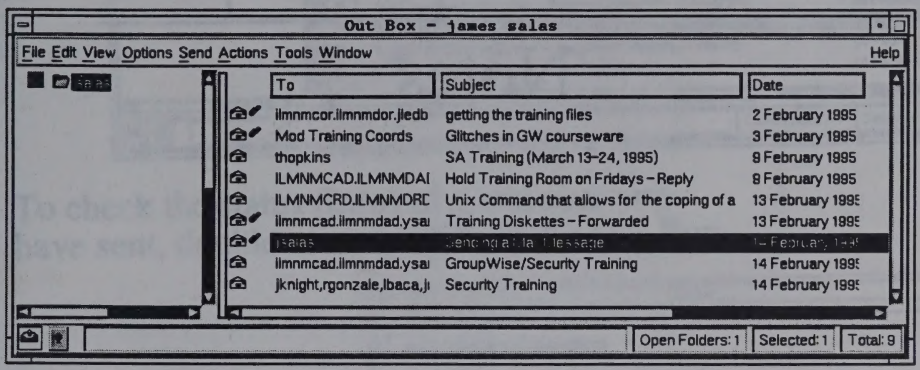
Another "easy" way to get Internet mail is for you to send a GroupWise message to the individual, then have them use their system's "Reply" feature to respond. This will automatically address the message to you correctly.



Notes

GroupWise allows you to Retract and/or Resend your message. Use this feature if you make a mistake in your message or if you just change your mind.

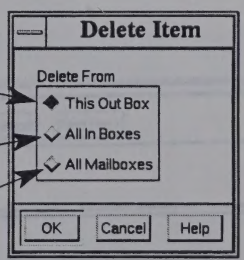
Note: You can only retract a message if the recipient hasn't read it yet.



From your Out Box, click once on the message that you want to retract. You may want to check info to see if the message has been read or not.

If the message has not been read, choose Edit->Delete from the Menu Bar.

You must choose where to delete the message from.



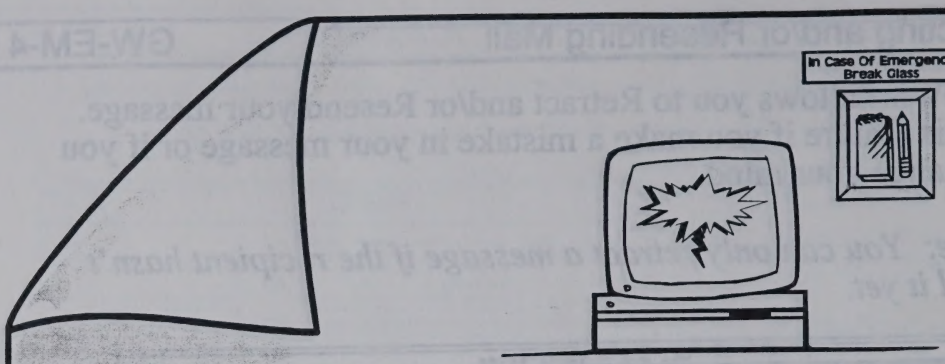
Choose this to delete your copy from the Out Box.

Choose this to delete (retract) all recipients' copies. This works only if the message is unread.

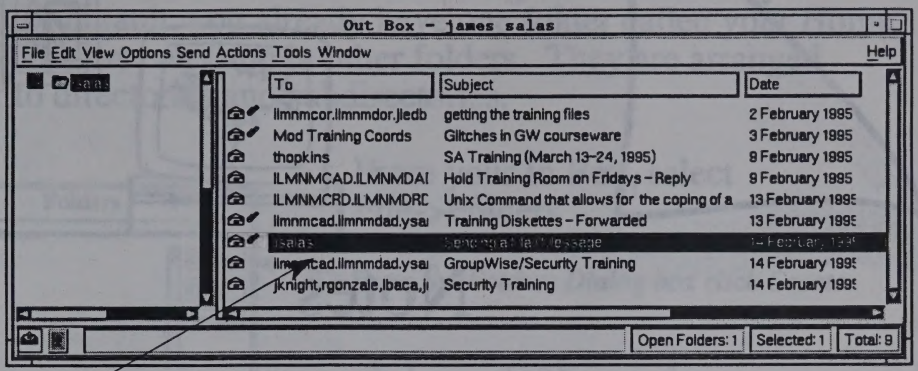
This choice deletes all un-read copies and your Out Box copy.

Re-Sending a Message

If you need to resend a message, select the message from the Out Box; from the Menu Bar choose Send->Resend. You will be given the chance to edit the message before resending. When you resend a message, you will be asked if you want to retract the original message. Typically you would answer Yes.

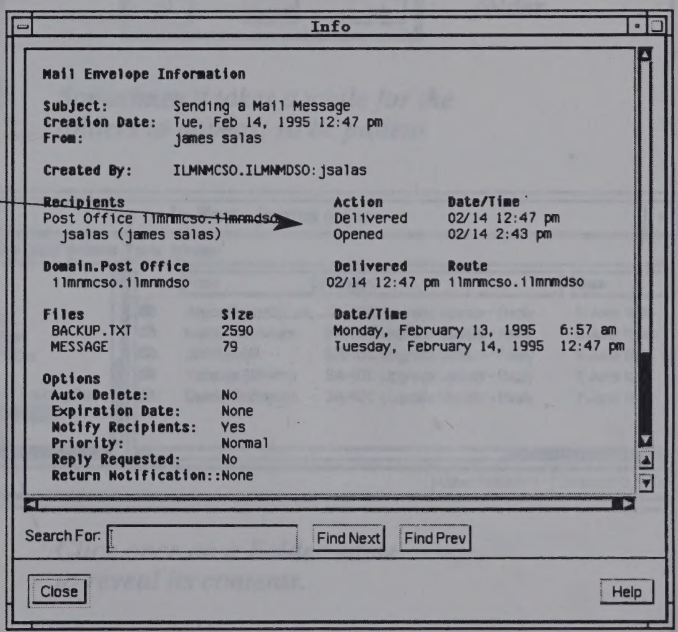


Notes



To check the status (info) of a message you have sent, double-click on it from the Out Box.

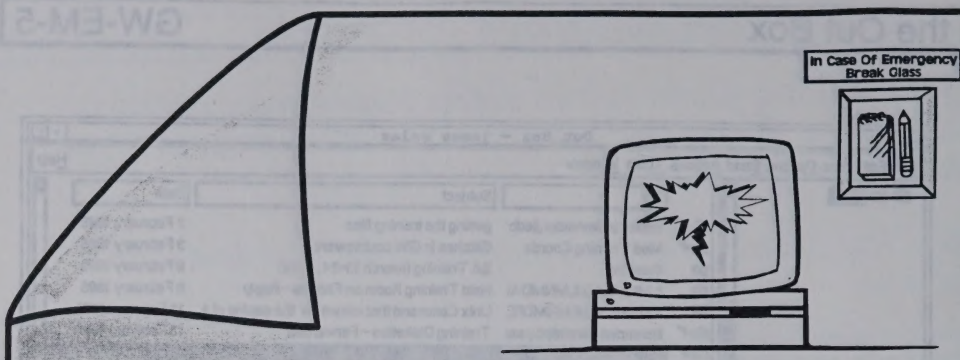
Look here to see when the message was delivered, opened and other status.



Read
Delete
Info
Select All
UnSelect All

From the Out Box, point to a message and press the right mouse button to get this menu. You can Read the message or Delete it.

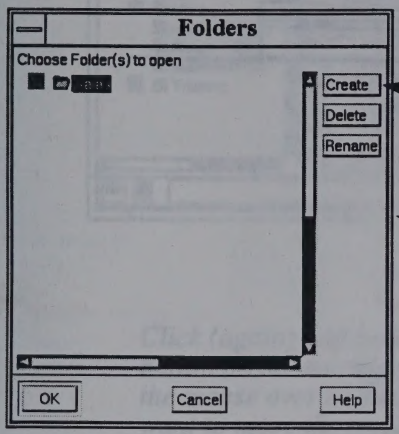
When you delete a message, you can remove it from your Out Box or the recipient's In Box (only if they have not read it yet).



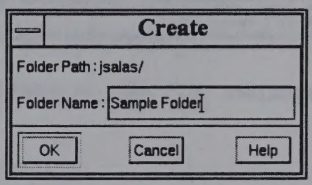
Notes

GroupWise lets you create Folders to organize and store your items. By default, you already have one folder called your Home folder. Folders can contain other folders. They are arranged similar to directories and subdirectories.

From your In Box, select File->Folders



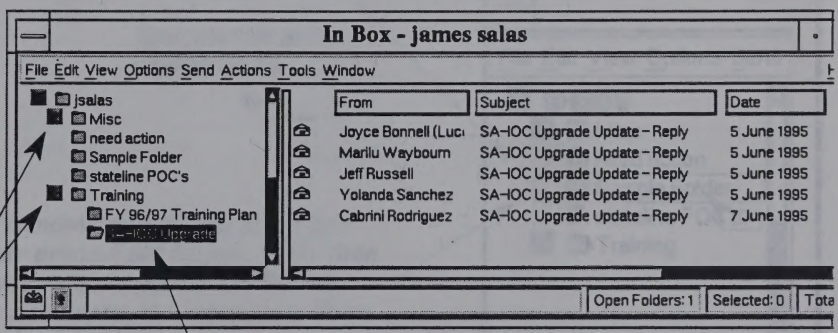
From the Folders Dialog box click Create.



Enter any name you like for the folder.

Sometimes it takes a while for the folders to appear, so be patient.

Folders can be created for any purpose or topic. They can be easily added and removed.



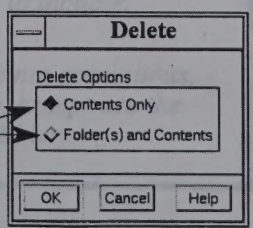
Click once on these arrows to reveal or conceal folders.

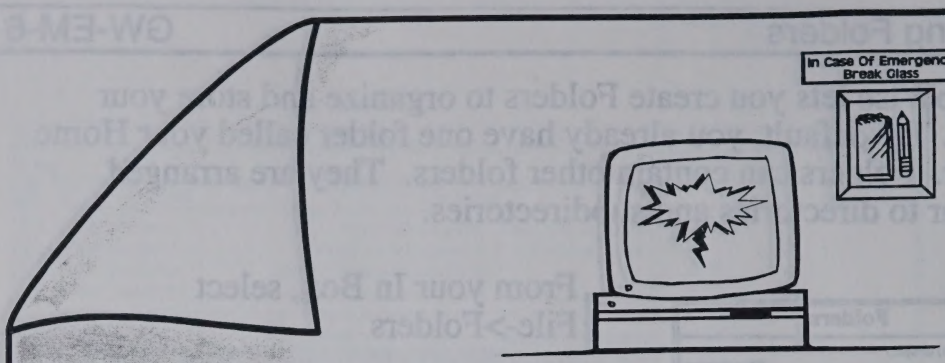
Click once on a Folder name to reveal its contents.

Identical folders are created in both the In Box and Out Box.

Deleting Folders

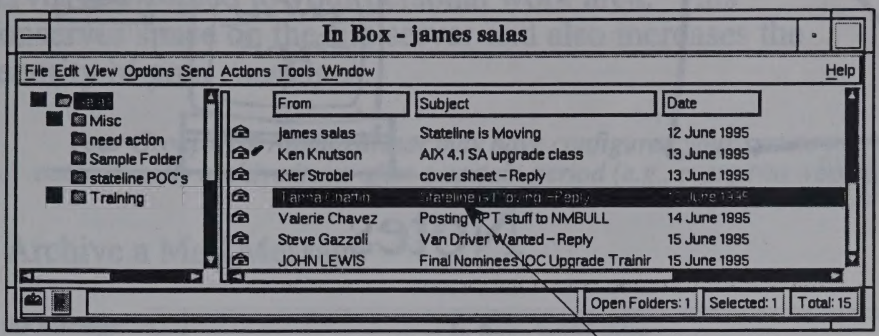
When you choose to delete a folder (from the Folders Dialog box), you will be given the following choices:





Notes

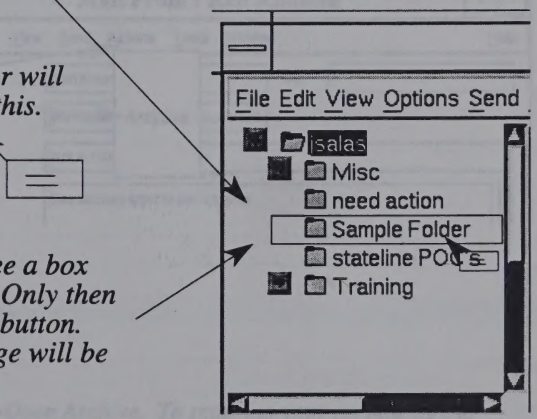
You can move messages from one folder to another.



Click once to select the message you want to move.

Click (again) and hold the left mouse button on the message to move. Drag the mouse over to the folder where you want to move the message to.

Your cursor will change to this.



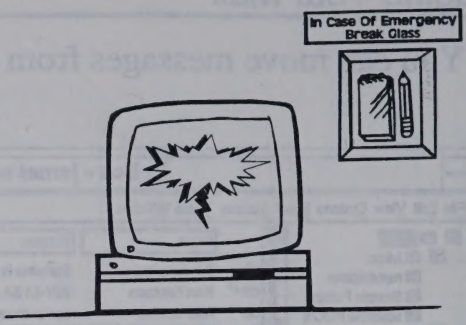
Wait a moment until you see a box appear around the folder. Only then can you release the mouse button. After a moment, the message will be moved.

From	Subject	Date
Joyce Bonnell (Luc	SA-IOC Upgrade Update – Reply	5 June 1995
Marilu Waybourn	SA-IOC Upgrade Update – Reply	5 June 1995
Jeff Russell	SA-IOC Upgrade Update – Reply	5 June 1995
Yolanda Sanchez	SA-IOC Upgrade Update – Reply	5 June 1995
Cabrini Rodriguez	SA-IOC Upgrade Update – Reply	7 June 1995

To select several contiguous items, click once on the first one you want. Press and hold down the SHIFT key, and click once on the last one you want to include.

From	Subject	Date
Joyce Bonnell (Luc	SA-IOC Upgrade Update – Reply	5 June 1995
Marilu Waybourn	SA-IOC Upgrade Update – Reply	5 June 1995
Jeff Russell	SA-IOC Upgrade Update – Reply	5 June 1995
Yolanda Sanchez	SA-IOC Upgrade Update – Reply	5 June 1995
Cabrini Rodriguez	SA-IOC Upgrade Update – Reply	7 June 1995

For items that are not contiguous, do the same thing, except use the CONTROL (CTRL) key.



Notes

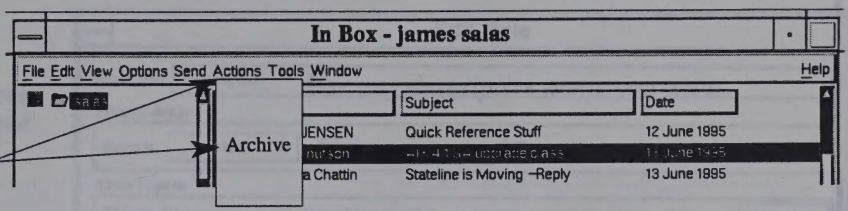
GroupWise messages are typically stored on a central file server. When you archive an item, it is removed from the file server and copied to your personal work area. This conserves space on the file server and also increases the security of your messages.

Your GroupWise Administrator may have configured your system to automatically archive items after a certain period (e.g., every two weeks).

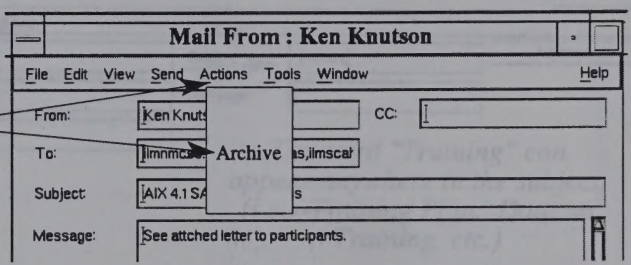
To Archive a Mail Message

Select the message you want to archive.

From the Menu Bar choose Actions->Archive



You can also Archive directly from the message. Choose Actions->Archive.



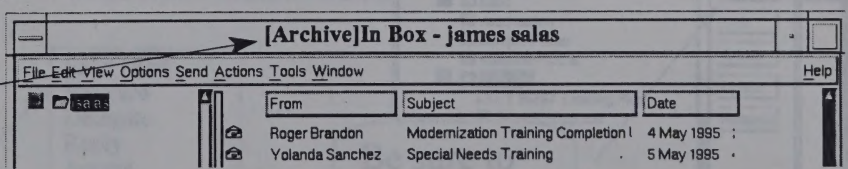
When you archive an item, it will no longer appear on your current In/Out box..

It will be moved to the {Archive} In/Out box.

To Read an Archived Item

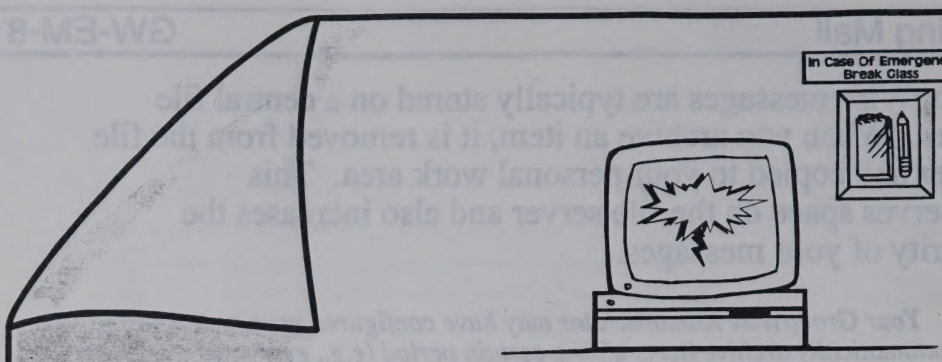
From your In or Out Box, choose File->Open Archive. To return to your current In/Out Box, choose File->Open Archive again.

Pay attention to the Title Bar.



To Un-Archive an Item

Select the item from the Archive In/Out Box and choose Actions->Archive. The item will return to your current In/Out Box.



Notes

Rules provide a means for you to tell GroupWise to automatically perform certain actions on mail and other items.

For example, you can tell GroupWise to automatically sort mail into folders, automatically accept appointments from your boss or even delete unwanted mail before it reaches your In Box.

From the Menu bar, choose Tools->Rules->Create.

Rules are an "If/Then" proposition. In this example, If the subject is Training, Then move the message to the folder called Training.

There are numerous combinations, here is just one example.

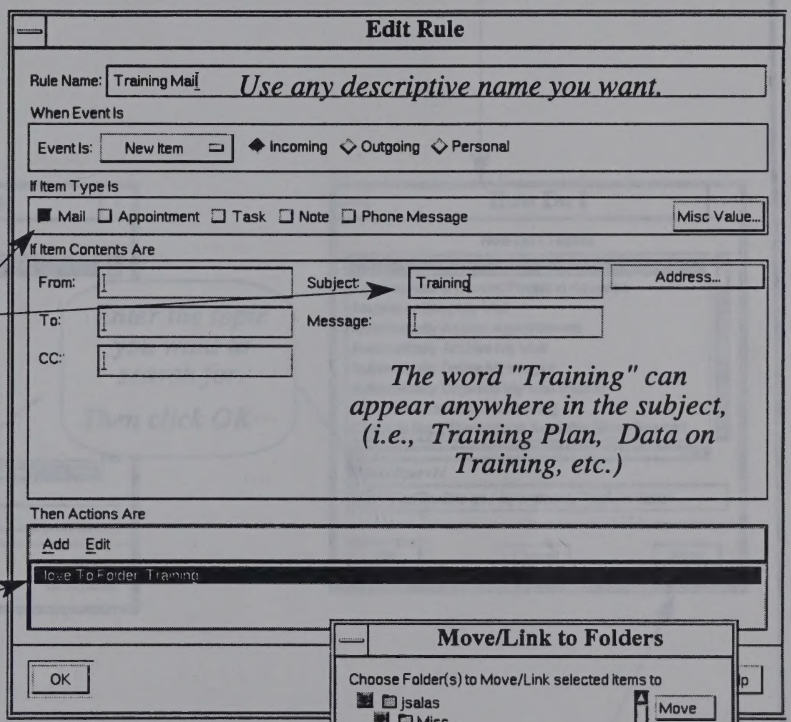
If:

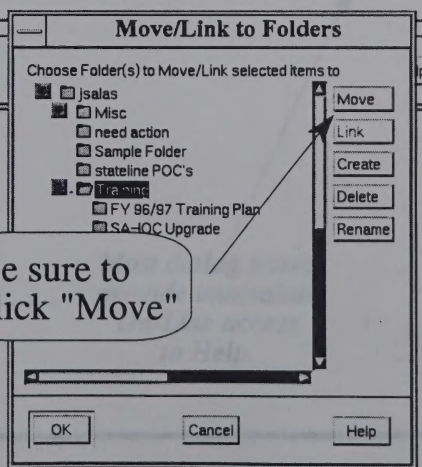
the Item is new mail with Subject "Training,"

Then:

move the item to a folder called "Training."

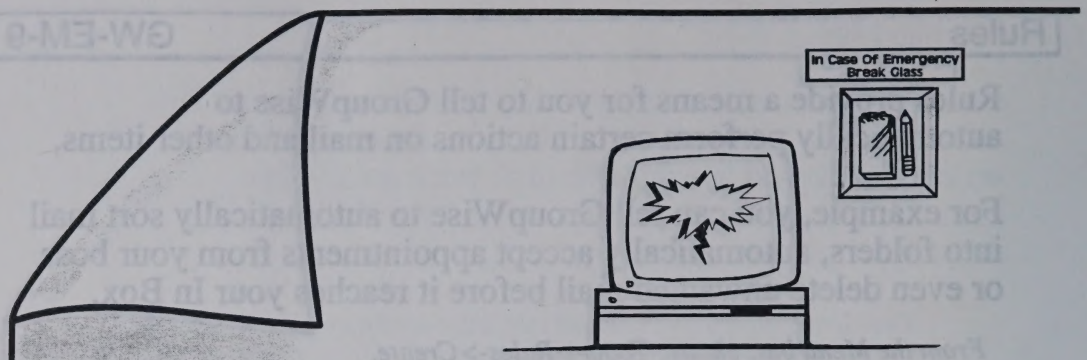
Note: This folder had already been created.





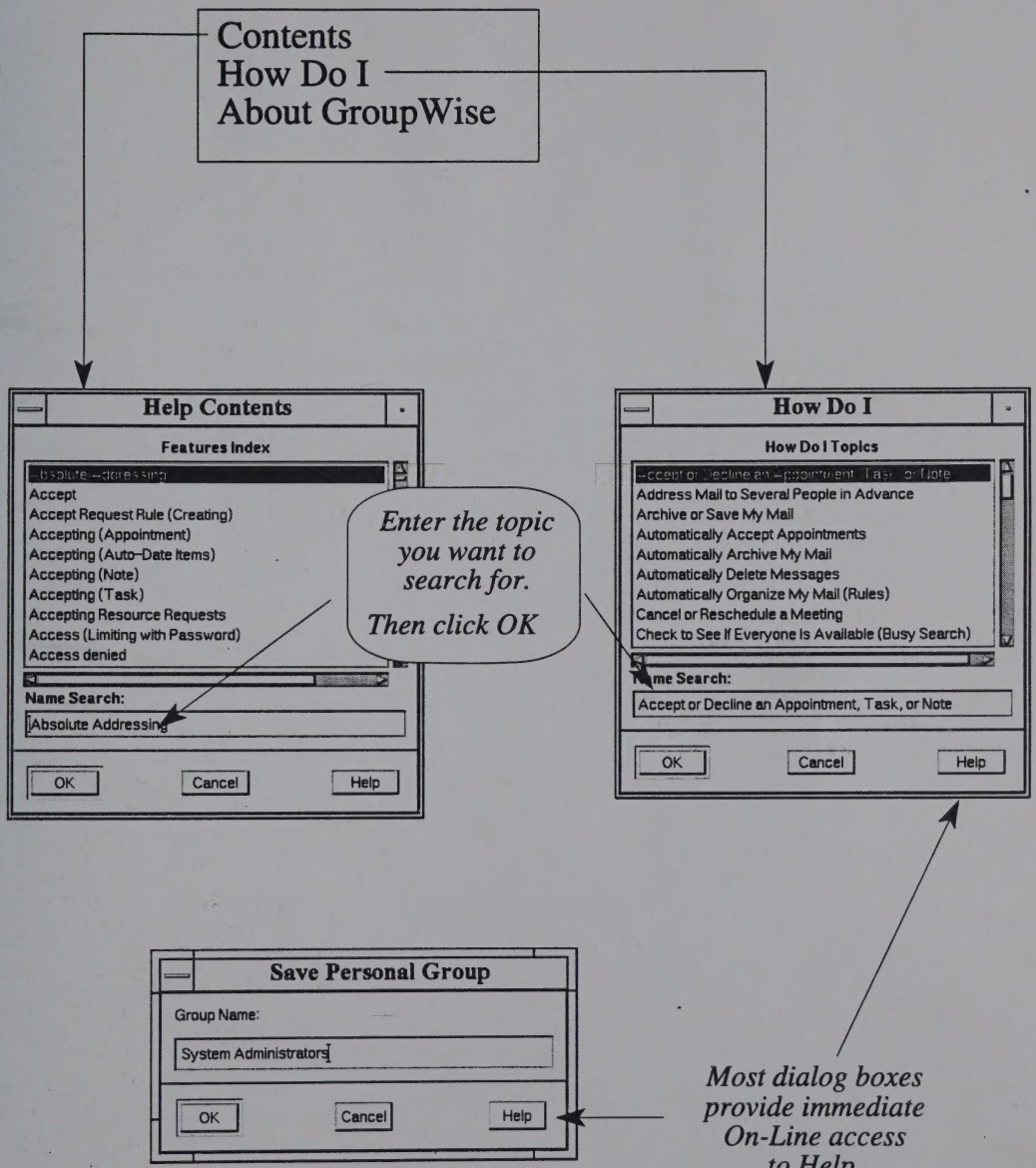
Other "Then" options

- Send Mail
- Forward
- Delegate
- Reply
- Accept
- Delete/Decline
- Empty Item
- Move to Folder
- Link to Folder
- Archive
- Mark as Private

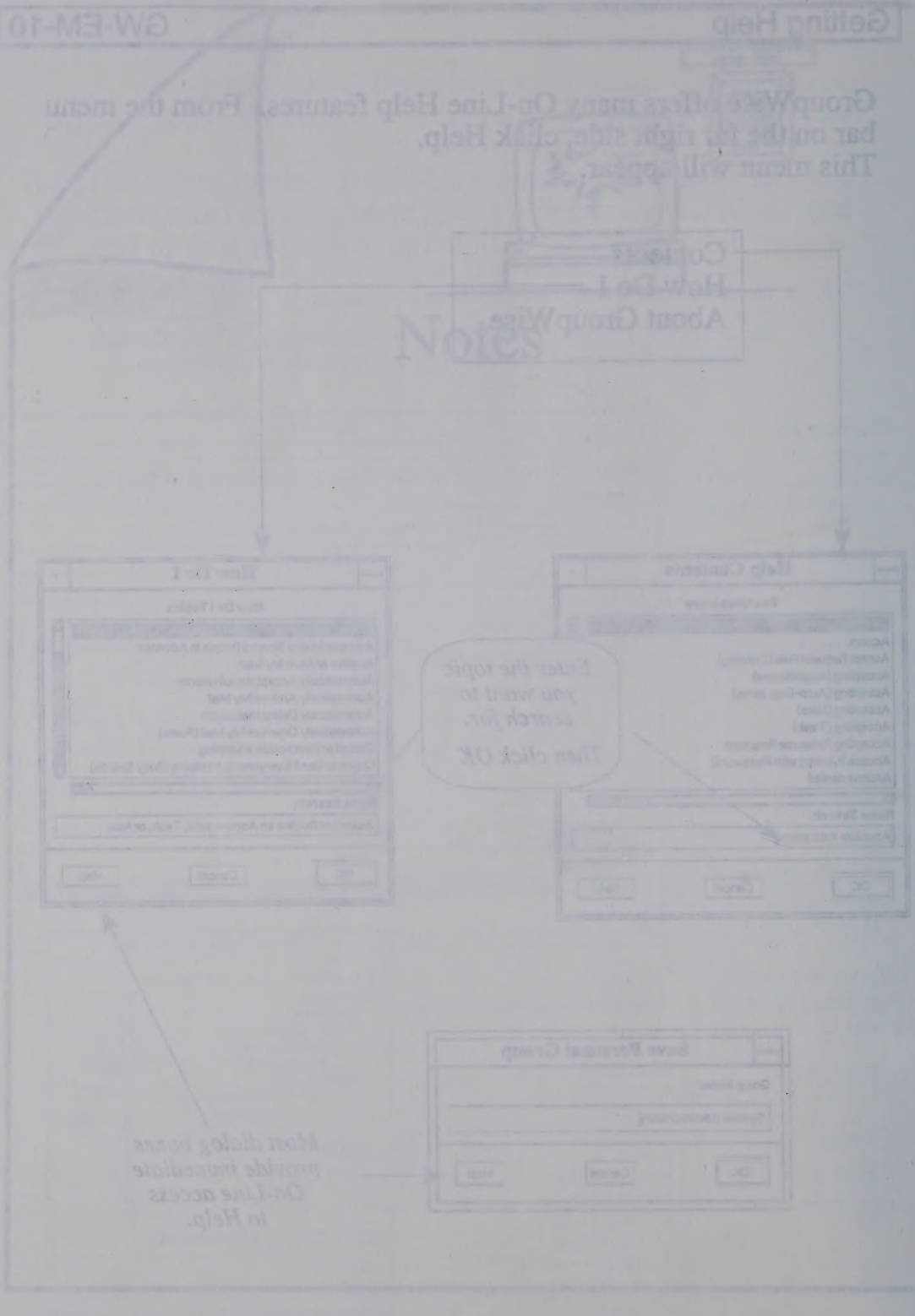


Notes

GroupWise offers many On-Line Help features. From the menu bar on the far right side, click Help.
This menu will appear.

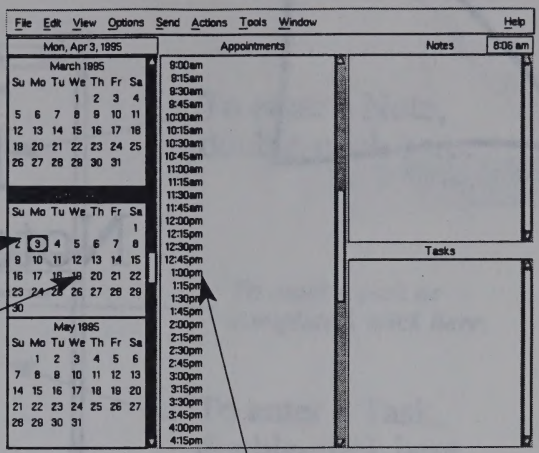


GroupWise offers many On-Line Help features. From the menu bar on the top right side, click Help.
This menu will appear.



Double-click this icon to enter your calendar.

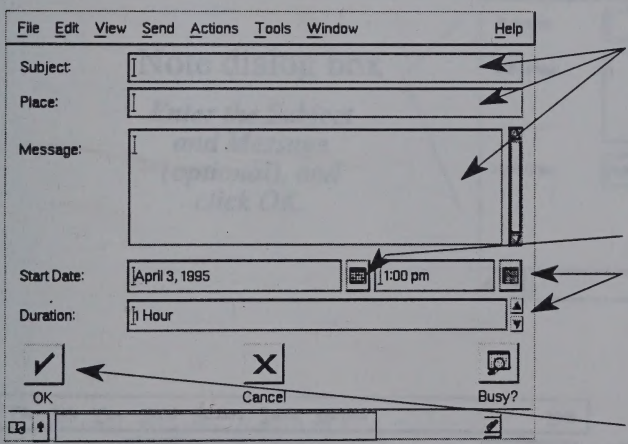
An Appointment involves just one person, typically yourself.



The current day will be displayed.

To choose another day, simply click on it.

Double-click on the appointment starting time.



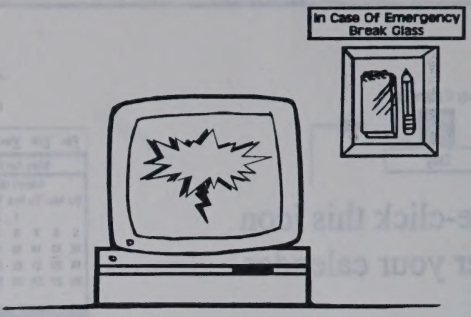
From this screen, enter the Subject, Place (optional), and Message (optional).

Click on these icons to change the Date, Start Time, and Duration.

Click here when through.

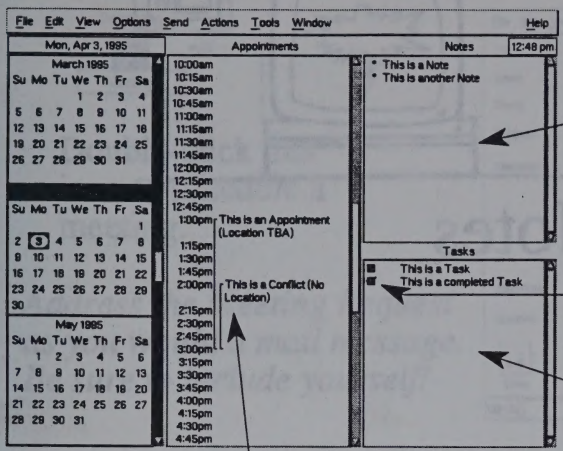
✔ After a few moments, your appointment will appear on your calendar. Double click on it to edit/view.

✔ To delete an appointment, click once on the appointment and choose Edit/Delete from the menu.



Notes

A Note is a bit of information appropriate for one day.
A Task is carried over every day until marked as completed.



To enter a Note, double-click here.

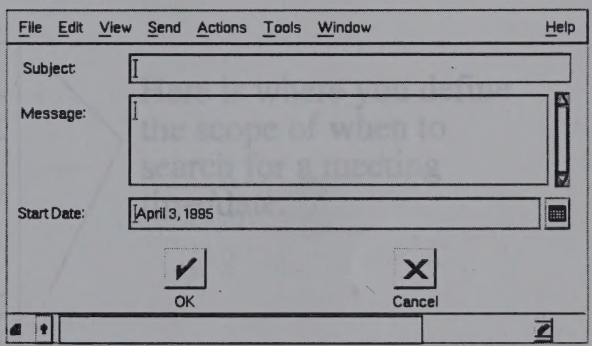
To mark a task as completed, click here.

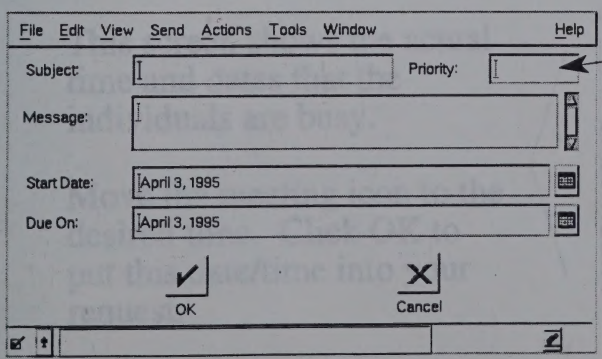
To enter a Task, double-click here.

Conflict!

Note dialog box

Enter the Subject and Message (optional), and click OK.

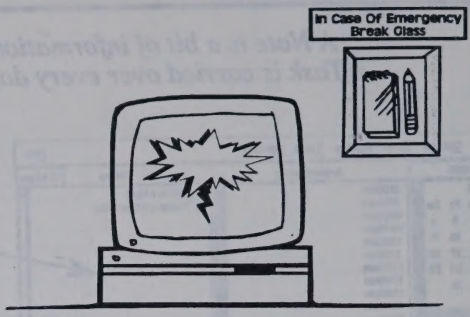




Priorities can be entered as A,B,C or 1,2,3.

Task dialog box

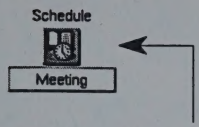
Enter the Subject, Message (optional) Priority (optional), and click OK.



Notes

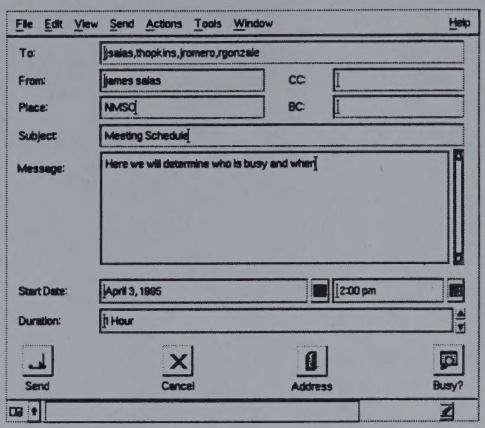
Scheduling a Meeting GW-CAL-3

A Meeting is an event scheduled with more than one person.
After you check for conflicts, the meeting request is sent through E-mail.

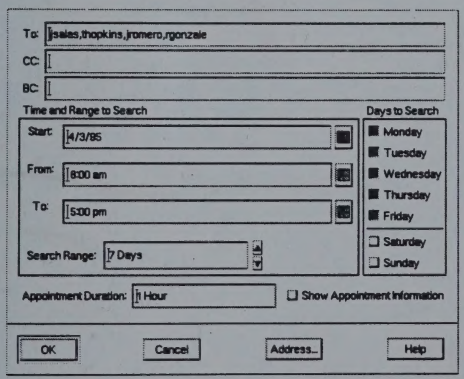


Double-click this icon to schedule a meeting.

Address the Meeting Request as you would a mail message. Be sure to include yourself!



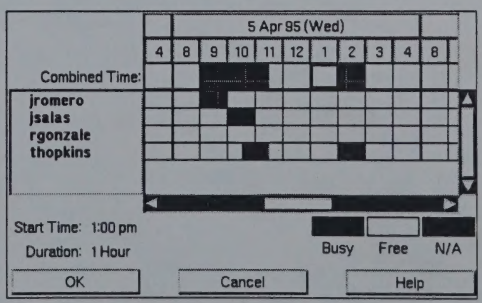
Conceptually, you will be overlaying everyone's calendar to determine the best (most available) time to schedule your meeting.



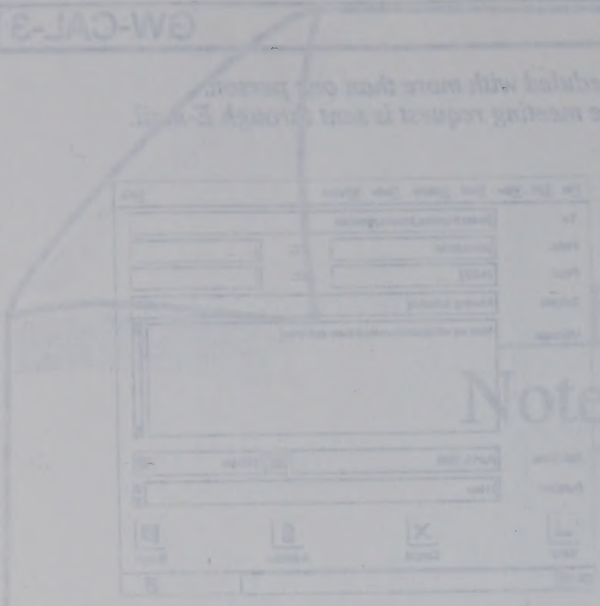
Here is where you define the scope of when to search for a meeting time/date.

This screen shows the actual time and dates that the individuals are busy.

Move the meeting icon to the desired time. Click OK to put this date/time into your request.



Scheduling a Meeting



Notes

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